

Hiring Faculty, Staff and Trainees for your Program

Guidelines for Recruiting Faculty – Your Administrator will help you to comply with Mount Sinai’s requirements regarding faculty recruitment, from placing advertisements to developing a business plan to addressing space and facility needs, to drafting an offer letter. All offer letters undergo a review and approval process coordinated by the Office of the Dean. Offers/offer letters are not considered valid unless they go through the appropriate review process and have been signed by the Dean and CEO.

International Personnel Office — International Personnel is the sole authorized signatory for any employment based immigration filings. The use of outside counsel is not permitted. If your prospective hire has any immigration issues or if you are interested in having a foreign national observer or volunteer, you must partner with International Personnel at all times to ensure federal regulation compliance. Contact the International Personnel Office at (212) 731-7744 to initiate discussions. The policies for International Personnel are on the [HR intranet site](#) (click “Immigration” bar along top of page).

Staff – Your Administrator will connect you with a recruiter in Human Resources for assistance in recruiting and screening applicants, determining allowable compensation and making an offer.

Postdoctoral Fellows – Upon request, the [Office of Postdoctoral Affairs](#) (241-0380) will post the position on their in-house website and will answer your questions about the hiring process. Once you select a candidate, notify your Administrator who in turn will contact the Postdoc Office to: coordinate toxicology screening; schedule an Employee Health Service physical; schedule orientation; verify credentials; assist with paperwork requirements; provide benefits information; and issue a life number and photo I.D. card.

Temporary Staffing – If you need temporary staffing assistance, you must provide your Administrator with the following information:

- Justification of need for temporary help
- Duties to be performed
- Start and End Dates
- Source of Funding

Consultants – Consultants are used only to fulfill a need for a highly specialized professional when there is no current or potential employee who can perform the duties within a critical timeframe. Completion with your Administrator of a “consulting questionnaire” will help determine whether a proposed arrangement meets the institutional definition of a consultant. If yes, then you will provide your Administrator with the same documentation as is required for temporary help.