NEW POSTDOC INVITE JOB AID

In AXESS: Campus Community > STF Postdoc > STF Postdoc Invite

1. **To create a new Postdoc Invite, click “Add a New Value”**
    a. Email ID Field: Enter the email address of the postdoc you are inviting
        i. DO NOT USE a Stanford email address
        ii. Email account must be available to the postdoc throughout the complete appointment process
        iii. Click “Add”
    b. First and Last Name Fields: Enter the first and last names of the postdoc in the appropriate fields
        i. The name fields populate the postdoc’s name in the email text shown in the form
    c. DEPARMENT TO WHICH POSTDOC CANDIDATE IS APPLYING BOX
        i. Dept ID Field: Enter the hiring department ID, OR
            1. Click the magnifying glass to “look up” the department ID
            2. In the Look Up Box, click “Look Up”
            3. From Search Results, click the appropriate listed department name
        ii. Faculty Sponsor ID Field: Enter the Faculty Sponsor ID number, OR
            1. Click the magnifying glass to “look up” the Faculty Sponsor ID
            2. In the Look Up Box enter the faculty surname in the Last Name Field and click “Look Up”
            3. From Search Results, click the name of the Faculty Sponsor to be entered
        iii. Research Mentor ID Field: Repeat the above steps if the postdoc has a Research Mentor
            1. LEAVE THIS FIELD BLANK if the Faculty Sponsor and Research Mentor are the same person, or if there is no research mentor.
    d. EMAIL TO APPLICANT BOX
        i. You may add text in this text box
    e. Click “Save” to save the form and return later, OR click “Send Mail” to send the Invite to the postdoc

2. **To search for a previously saved or submitted Postdoc Invite Form**
    a. From STF Postdoc, click “Postdoc Invite”
    b. To search for all Postdoc Invites, click “Search”
    c. To search for a specific Postdoc Invite:
        i. In the search criteria fields, enter the postdoc’s First and Last Names, and click “Search”
        ii. From Search Results, click the Transaction ID of the Postdoc Invite

After the Postdoc Invite is submitted:

- The postdoc receives an email with instructions to log in to the Secure Portal to complete the Information Sheet and upload the required appointment documents.
- After the postdoc submits the Information Sheet, the Administrator receives an email with instructions to log in to workflow to review and approve the Information Sheet.
- Please carefully review the Information Sheet and documents according to the Reviewing Tips sheet located here: http://postdocs.stanford.edu/admin/Reviewing_Tips.pdf.
- The Information Sheet can be returned to the postdoc for correction if needed, or approved, as appropriate.
- After the Information Sheet and uploaded documents are approved, the Administrator may now create a Recommendation Form.