Recruitment and Hiring Process – Penn Medicine Clinicians

Please utilize the checklist and additional information below to guide you through the recruitment and hiring process for a Penn Medicine Clinician (PMC). For additional information on the Penn Medicine Clinician position, including information about the development of the position and the responsibilities and terms of appointment and employment, click [here](#).

- Department creates a Position Description (Position Information Questionnaire – “PIQ”) in the [Human Resources Application Portal](#).
  - Departments will use the PIQ to create a requisition for a Penn Medicine Clinician using the Human Resources Application Portal. If the Penn Medicine Clinician position is being created due to the acquisition of a practice, the requisition needs to be completed as a request to waive the posting requirement and the appropriate explanation provided.

- Applicants apply via the JOBS@PENN job portal.
  - When the search process begins the department will direct all applicants to apply via the JOBS@PENN job portal. The Department will maintain and upload the supporting documentation of the selection process (unless the job has a posting waiver)

For your information and convenience, a checklist of the required supporting documentation as well as template forms and other hiring documents can be found here: [https://www.hr.upenn.edu/policies-and-procedures/forms/recruitment-and-staffing-forms](https://www.hr.upenn.edu/policies-and-procedures/forms/recruitment-and-staffing-forms)

- Department submits a Request to Recruit (RTR)
  - Once the search is complete and a finalist is targeted, the department will submit a RTR via the [Online RTR Application](#), with all required attachments:
    - HR job posting (to be attached as an “Other document”)
    - Draft Offer Letter
    - Compensation Statement in PSOM standardized format
    - Candidate’s CV

  Note: An RTR should not be submitted to FAPD until University requirements for the search have been met. Please direct questions regarding the RTR to FAPD at 215-898-4621.

- When the RTR is approved, the department will receive an email notification from the RTR Online Application System with a Recruitment Control Number (RCN).

- Submit hiring proposal in Penn’s Applicant Tracking System
  - A hiring proposal for the preferred candidate should be submitted via Penn’s Applicant Tracking System.
  - Insert the RCN Number into the comments section and attach the supporting documentation from Step #2. The required documents may need to be combined into a single PDF.

- PSOM HR reviews the hiring proposal.
  - If all items are in order, approval to hire will be granted by HR. This approval is needed for the creation of the minimum record in Payroll. An offer letter cannot be issued to the candidate until the department receives HR’s approval.

Questions regarding staff postings, searches and hiring proposals should be directed to PSOM HR Recruitment Specialist Oforie Murray at oforie@upenn.edu.

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