PSOM BUSINESS PROCESS FLOW: HIRING A PENN MEDICINE CLINICIAN

<u>Objective: To document the process to hire a full-time or part-time Penn Medicine Clinician (PMC) in the Perelman School of Medicine.</u>

1. Workday is used for all Penn Medicine Clinician searches and recruitments.

   a. Create a job requisition in Workday and include the PSOM financial review form as an attachment.

   Job Requisition specifics:

      i. Position Title, Job Profile, and Business Title: Penn Medicine Clinician
      ii. Worker sub-type: Staff
      iii. Time Type: Full-time (Part-time if part-time) – note that this does not drive eligibility for benefits, see scheduled hours.
      iv. Scheduled hours: # of hours expected to work (Defaults to 40-must be at least 35 hours per week to be eligible for full-time benefits. If hiring a part-timer, the scheduled hours must be between 17.5 and 34 hours per week in order to be eligible for part-time benefits.)

2. Once the position is posted, complete standard recruiting processes in Workday. Information related to recruiting in Workday can be found here: https://www.workday.upenn.edu/home/training/tip-sheets/-in-category/categories/topic/recruiting

3. Once the final candidate has been identified, an RTR (Request to Recruit) must be initiated and go through the School/CPUP's review process for approval by the School (various offices) and CPUP of committed resources. An offer letter may only be extended after the RTR has been approved. The RTR process is managed by the PSOM Office of Faculty Affairs and Professional Development.

4. The credentialing process for new clinicians may begin once the RTR has been approved. **Do not establish a Workday record to initiate the credentialing process.** Submit an Attestation form to the Offices of Medical Affairs and Professional Liability: **https://www.med.upenn.edu/workday/assets/user-content/documents/oma-and-opl-integrated-attestation-form.pdf**

5. PMCs may have an academic appointment, either on the clinical track or as a Clinical Associate, but one is not required. If they will have a clinical track appointment, initiate the faculty appointment process before they start their job. This process is managed through Interfolio/RPT with approvals at the departmental, School, and Provost levels. The department's faculty coordinator is responsible for this process. Please note, for PMCs, academic appointments will no longer be recognized as a job in Workday as they were in Pennworks, but rather as an academic appointment. Academic appointments are entered via a standalone 'Add academic appointment' action (after approvals are received if on the clinical track or as Clinical Associates, which do not require approvals).

6. No earlier than three months before the appointment date, a Workday record may be established for the new hire. This will allow the PMC to go through the on-boarding process before their work start date. **On-boarding must be successfully completed no later than the fourth workday after the faculty member's work start date.**

   Follow the Workday Tip sheet to initiate the hiring process in Workday: Staffing event: Hiring a Staff Candidate