**RESEARCH ASSISTANT APPOINTMENT AND RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Scientific Jury Appointment LettersPreliminary Evaluation TablePreliminary Evaluation Table Web AnnouncementDetermination of the Scientific JuryAcceptance of Candidate ApplicationsAcademic AnnouncementRequesting Personnel | Related Unit ManagerHuman Resources DirectorateHuman Resources DirectorateRelevant Academic Unit SecretariatsDean's Office/DirectorateDean's Office/DirectorateDean's Office/DirectorateHuman Resources Directorate |
| Recruitment Approval FormPreparation of Appointment Notification Letter and Appointment DecreeRectorate Appointment DecisionSending the Appointment File and Appointment Opinion Letter to the Inst. Rector's OfficeFinal Evaluation Table Web AnnouncementFinal Evaluation TableEntrance Exam | Dean's Office/DirectorateDean's Office/DirectorateHuman Resources DirectorateDean's Office/DirectorateDecision of the Board of TrusteesHuman Resources DirectorateHuman Resources Directorate |
| Informing the Relevant UnitsYÖKSİS RegistrationEmployment ContractSSI EntryEmployment Document Request | Human Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateHuman Resources Directorate |
| OHS TrainingPeriodic Physical ExaminationOrientationPersonnel ID Card DeliveryEmployment Announcement(All University) | Human Resources DirectorateHuman Resources DirectorateHuman Resources DirectorateWorkplace PhysicianOHS Expert |