**RESEARCH ASSISTANT APPOINTMENT AND RECRUITMENT PROCESS**

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| **Workflow Steps** | **Responsible** |
| Scientific Jury Appointment Letters  Preliminary Evaluation Table  Preliminary Evaluation Table Web Announcement  Determination of the Scientific Jury  Acceptance of Candidate Applications  Academic Announcement  Requesting Personnel | Related Unit Manager  Human Resources Directorate  Human Resources Directorate  Relevant Academic Unit Secretariats  Dean's Office/Directorate  Dean's Office/Directorate  Dean's Office/Directorate  Human Resources Directorate |
| Recruitment Approval Form  Preparation of Appointment Notification Letter and Appointment Decree  Rectorate Appointment Decision  Sending the Appointment File and Appointment Opinion Letter to the Inst. Rector's Office  Final Evaluation Table Web Announcement  Final Evaluation Table  Entrance Exam | Dean's Office/Directorate  Dean's Office/Directorate  Human Resources Directorate  Dean's Office/Directorate  Decision of the Board of Trustees  Human Resources Directorate  Human Resources Directorate |
| Informing the Relevant Units  YÖKSİS Registration  Employment Contract  SSI Entry  Employment Document Request | Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate |
| OHS Training  Periodic Physical Examination  Orientation  Personnel ID Card Delivery  Employment Announcement  (All University) | Human Resources Directorate  Human Resources Directorate  Human Resources Directorate  Workplace Physician  OHS Expert |