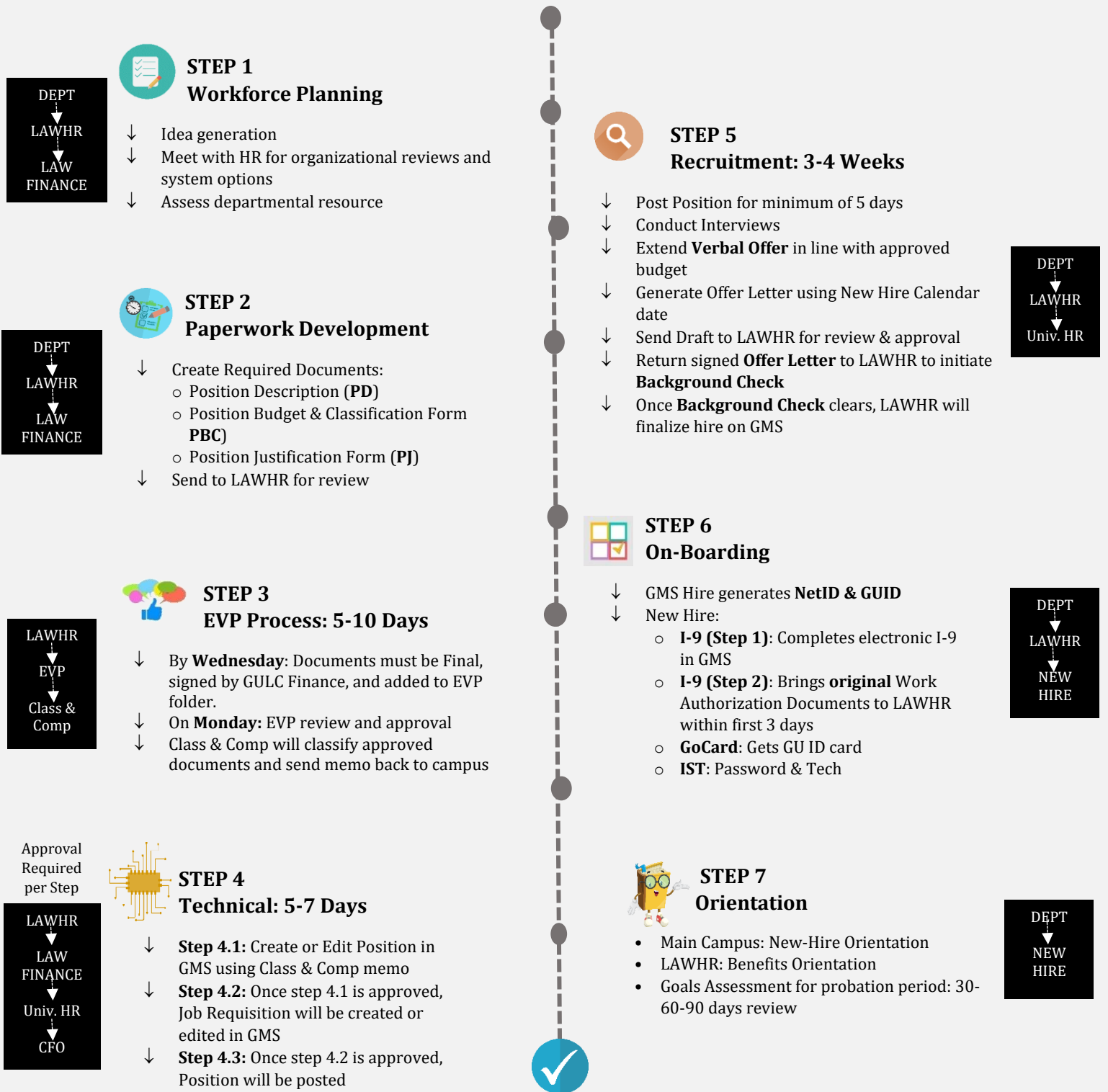


# Timeline & Processes for Creating New or Backfill Positions



Full process takes 4.5 Weeks on Average

Link to find all forms, PD, PBC, Offer Letter templates, and etc.: <https://hr.georgetown.edu/forms>

New Hire Calendar: <https://financialaffairs.georgetown.edu/payroll/pay-calendar/#>

Note: Background checks could take from 3 days to 7 days for Domestic & up to 2 months for International candidates