

Postdoctoral Recruitment/Appointment Checklist for Mentors

Department _____
Division _____
Mentor _____

Recruitment	Check boxes when completed
For help in recruiting provide Office of Postdoctoral Education (OPE) with position description to post on our Web site (http://www.uab.edu/postdocs/)	<input type="checkbox"/>
Contact the Office of Postdoctoral Education (OPE) for information or assistance that would be helpful during interviewing, including an information packet.	<input type="checkbox"/>
Verify with the department financial/business officer that funding resources are available. See current NIH stipend guidelines on the OPE Web site. (2017 UAB minimum starting salary is \$47,476.00 + benefits)	<input type="checkbox"/>
Interview, check references, verify degree(s)	<input type="checkbox"/>

Offer of Position	Check boxes when completed
Confirm with departmental chairman and financial/business officer that a position has been offered, final salary amount, and starting date.	<input type="checkbox"/>
Provide information to department personnel administrator & to the OPE to request the letter of offer. www.uab.edu/postdocs/contact-the-postdoc-office/request-an-appointment-letter	<input type="checkbox"/>
After signed letters are returned to the OPE, the trainee will be contacted and a current CV, proof of degree, and passport (for international trainees) will be requested, along with the UAB Consent Forms for the background check.	<input type="checkbox"/>
If help with a Visa is required, a copy of the offer letter, Foreign Staff Appointment Form, & CV should be sent to <u>International Recruitment and Student Services</u> . Allow ample time for processing. The <i>Foreign National Researcher/Scholar Screening Form</i> will be required for H1B Visa.	<input type="checkbox"/>

Completion of Paperwork	Check boxes when completed
Forward to the OPE copies of signed Letter of Offer, signed Mentor Letter, , and the ACT document prior to arrival of the Postdoc to campus.	<input type="checkbox"/>
Contact Human Resource areas, if necessary, for other documentation required for appointment	<input type="checkbox"/>
Complete the OPE online Postdoctoral Scholar Personal Data Form and an IDP. https://acsapps.ad.uab.edu/PostDocApp/	<input type="checkbox"/>
Contact the Stephanie Collins at 934-3359 to schedule UAB New Employee Orientation. Confirm date, time and location of Orientation with Postdoc. Postdoc Orientation is held twice a year and will cover topics not discussed in New Employee Orientation. The Postdoc will receive notification of when these take place via the OPE newsletter and website.	<input type="checkbox"/>