

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 website.	<input type="checkbox"/>
Contact the 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. (2020 UAB minimum starting salary is \$47,476.00 + benefits)	<input type="checkbox"/>
Interview, check references, verify degree(s).	<input type="checkbox"/>
Offer of Position	
The departmental chair, departmental administrator, or fiscal officer of the requesting department must first complete and sign the Postdoc Hire Approval form to document that funding for support of the new hire is in place.	<input type="checkbox"/>
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 .	<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 International Recruitment and Student Services. Allow ample time for processing. The Foreign National Researcher/Scholar Screening Form will be required for H1B Visa.	<input type="checkbox"/>
Completion of Paperwork	
Forward to the OPE copies of signed Letter of Offer, signed Mentor Letter, Best Practices, 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.	<input type="checkbox"/>
Contact 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"/>