

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.postdocs.uab.edu)	<input type="checkbox"/>
Contact the Office of Postdoctoral Education (OPE) for information or assistance that would be helpful during interviewing	<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 (2007 UAB minimum starting salary is \$34,500.00 + benefits)	<input type="checkbox"/>
Request new postdoc information packet from the Office of Postdoctoral Education for interested candidates	<input type="checkbox"/>
Interview, check references, verify degree(s)	<input type="checkbox"/>
Offer of Position	
Contact Office of Postdoctoral Education (OPE) with information for the two required letters to be printed on OPE letterhead (see sample letters attached)	<input type="checkbox"/>
If help with a visa is needed, a copy of the offer letter, Foreign Staff Appointment Form and CV should be sent to International Scholar and Student Services	<input type="checkbox"/>
Confirm with candidate that proof of degree (in English) will be required before finalization of position	<input type="checkbox"/>
Confirm with departmental chairman and financial/business officer that position has been offered, final salary amount, and starting date	<input type="checkbox"/>
Completion of Paperwork	
Forward to OPE copies of signed letter of offer and signed status letter	<input type="checkbox"/>
Forward to OPE proof of degree (in English) and CV	<input type="checkbox"/>
Contact Human Resource areas, if necessary, for other documentation required for appointment	<input type="checkbox"/>
Forward to OPE a completed Postdoctoral Scholar Personal Data Form when Their Blazer ID and UAB campus e-mail address are known	<input type="checkbox"/>
Contact Mary Floyd at 934-3359 to schedule new employee orientation . Confirm date, time and location of orientation with postdoc.	<input type="checkbox"/>

The following information is needed for the Office of Postdoctoral Education (OPE) to prepare the **two required letters** for each new postdoctoral scholar:

1. **Letter of offer:**

- Postdoc's name, degree, and home address
- The name of the appointing school, department, division
- Mentor's name, degree and title
- Effective date of appointment and if renewable for up to 3 years
- Salary/stipend amount (see NRSA guidelines on Web site listed below)
- A description of the knowledge/skills that the postdoc must have to perform in this capacity as well as the duties that will be required

For example: "Postdoc must have experience in XX function in order to continue grant study which will require publication of results. Responsibilities will include design and execution of experimental procedures, the maintenance of complete laboratory records of any experiments, the preparation of manuscripts suitable for publication and presentations at internal and external venues as required."

- Department Chair's name, degree and title. (A copy of the letter will be forwarded to their office)

2. **Status Letter** - A second letter detailing status information/benefits can be completed at the same time as the letter of offer if the funding source is known. The status letter will have to be completed before the start date and be attached to appointment paperwork along with letter of offer and required documentation needed by other areas. The only question needed to be answered for the status letter is:

- Will the postdoc be paid from a *training* grant (IRS defined fellowship)?

The Office of Postdoctoral Education will print letters on postdoctoral letterhead and forward to department for signatures along with a packet of information about UAB and the community.

UAB strongly encourages mentors to fund according to the NIH guidelines (see <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-052.html>). If the funding source cannot meet these levels, the 2007 UAB minimum entrance salary for a postdoc is \$34,500.00 plus benefits.

A **proof of degree (in English), CV, and copies of signed letters** are required in the Office of Postdoctoral Education before the new postdoc can be approved in the UAB Oracle system.

Please contact the Office of Postdoctoral Education at 975-7020, 975-7021 or sharontj@uab.edu or lamoore@uab.edu with any questions.