ONBOARDING CHECKLIST
PI OR HIRING MANAGER FOR HIRING:
POSTDOC ASSOCIATE OR FELLOW

Postdoc appointments are a limited term and require the scholar recently received the doctorate.

Initial Steps to complete before contacting your HR Coordinator to begin the hiring process.

PI/Supervisor will need to provide the following information to the HR Coordinator:
- Contact information of scholar: full name, email, phone, Country/State of residence
- CV
- Tentative Start and End Date
- Office Space
- Starting Salary – minimum of $65,000
  - If the Postdoc is coming on a Fellowship, we will need the scholar to give us the Fellowship agreement. Additionally, we will need to know if they are 100% Fellow or if you are providing an additional salary outside of the Fellowship amount.

Scholar to provide the following information:
- Proof of Funding – Letter completed by home agency (Sent by scholar or agency)
  - Postdoc Fellow Only***
- HR Hiring Form – Completed by scholar (Sent by PI/Admin. Assistant)
- Doctorate Degree confirmation – Submitted by scholar or institution
  - Diploma, final transcript, dissertation receipt or submission of thesis
- IPIA Form – Completed by scholar (Link: https://tlo.mit.edu/learn-about-intellectual-property/ownership/inventions-and-proprietary-information-agreement-ipia) (Sent by PI/AA)

VISA PROCESS:
- English Proficiency form: if J1 visa is needed (Completed by PI)
- **If known the hire needs a visa, mention this immediately to HR**.
  - If you require a J1 visa, expect 3 to 4 months of time to process before start date.
  - If you require a H1B, expect 5 to 6 months of time to process before start date.
  - Please reach out if a different Visa is needed – HR will reach out to ISchO
- J1 Scholar Min - $65,000 until January 1, 2024 -> $66,950
  - J1 Dependent Minimum: $5,000 required for each dependent they bring.
  - **PI to provide: Description of the scholar's academic field or specialty, as well as the proposed duties and responsibilities.**
    - The description should be specific, as it will be used to choose a SEVIS "field code" for the form DS-2019 (maximum limit 500 characters)*
- H1B Scholar Min – $74,526 as of July 1, 2023
  - PI rarely would offer this salary for new Postdoc's.

PI to provide:
- Mentorship Plan
- Research Focus +ONLY for J1 Visa+

Financial Officer will provide…
- Cost object to support the salary.
  - This cost object(s) need to cover the length of the appointment and/or a justification of how to cover the salary.

Week Before:
o HR Coordinator will put the appointment into the hiring system.
o NOTE: We can't legally put the appointment in until the scholar arrives in the United States. If the person is coming on a visa, we must wait until they arrive first.

DAY 1 TO 7

Scholar will do the following….
o Receive Welcome Email (will receive MIT ID number in this email)
o Create MIT Kerberos Login
o Set Up CSAIL Account (must email CSAIL HR your username to complete process)
o Go to Atlas Center to get MIT ID Card & I-9 Form Verification

ID Access & Key to Office
o CSAIL-ALL ID access, after you receive physical ID from Atlas Center
o If they need a key to an office, PI/Supervisor/AA can email Keys@csail.mit.edu

PI/Hiring Manager will need to review…
Meetings
o Meet with new hire as the manager.
o Meet with other Lab members.
o Connect with AA if you have one.
o Set appointment with TIG and provide any necessary equipment needed.
Ex: Laptop, Dropbox, Adobe, Zoom number, etc.
Zoom number - once created the employee will need to enter this information into *Atlas -> About Me -> Personal Information* and then email csail-hr@mit.edu with the phone number.

Space o PI/Host to share with the scholar where the new hire will be sitting/office space. HR must be informed of the location - please email csail-hr@mit.edu

Research
o Discuss research plan.