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.

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 $71,000
    - 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.
- 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, 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)
- 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

***POSTDOC ASSOCIATE SALARIES in CSAIL: Based off 62 Current Appointments – Information Pulled on 2.3.2023
- J1 Scholar Min - $71,000
    - J1 Dependent Minimum: $5,000 required for each dependent they bring.
- H1B Scholar Min – $91,166
    - PI rarely would offer this salary for new Postdocs.

Upon Request:
- 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 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 if offered.
Space
- o Share with the scholar where the new hire will be sitting/office space.

Research
- o Discuss research plan.