



## POSTGRADUATE HIRING PROCESS CHECKLIST

A Postgraduate Appointee at Yale is a person with a bachelor's or master's degree or its equivalent who engages in a temporary period of training under the mentorship of a Yale Ladder Rank Faculty member. Postgraduates can either be funded by Yale e.g., endowments, grants and contracts, department funds, etc., which grants the title of Postgraduate Associate, or non-Yale funds such as an external fellowship, home institution, outside government or other not-for-profit, etc., which grants the title of Postgraduate Fellow. All Postgraduate appointments are short-term appointments with a term of one year, with a possibility of another one-year extension, but we cannot guarantee because this is a training rank.

**Funding:** Please refer to the compensation page for current Postgraduate Minimums - [Postgrad Compensation | Office for Postdoctoral Affairs \(yale.edu\)](#) for more information.

**Visas:** For the issuing of visas, please contact [the Office of International Students and Scholars \(OISS\)](#) 3-6 months in advance of the targeted hire date. Please note that the visa process does not begin until OISS has a completed OISS Connect record of the candidate.

**Hiring Process:** Because the background check process may take up to 4-6 weeks, please begin the hiring process 2 months prior to the start date. All documents to be sent to <mailto:postdoc.affairs@yale.edu>. Postgraduate application needs to be submitted PRIOR to initiating a requisition in Workday and STARS.

1. Postgraduate appointments **must** be preceded by an [application](#). Please, include the following documentation with the application:
  - Copy of the candidate's CV.
  - Copy of proof of funding. *(If other than Yale Funding)*
  - Copy of Health Insurance. *(If other than Yale Health Insurance)*
2. Use the "Create Job Requisition: Postgraduate (STARS)" guide to create a requisition in Workday. Within 30 minutes you will receive an email notification that the requisition has been routed automatically to STARS.
3. Use "Finalize STARS Job Posting: Other Academic (Postgrad)" guide to complete the req in STARS. Save the requisition and then route the requisition for approval.
4. The Office for Postdoctoral Affairs will review the requisition. You will receive an email notification once the requisition has been open and posted.



## Office for Postdoctoral Affairs

5. Send the [Initial Communication](#) to the candidate directing them to apply to the position and to upload any required documentation.
6. After the candidate applies, the OPDA will initiate the background check, if applicable. For more information about the background check process or if you have specific questions, please go here - [Background Checks | It's Your Yale](#)
7. Once an appointee has arrived to New Haven to begin their academic appointment, please **confirm arrival** by forwarding the appointee's arrival email, including the requisition number, to [Abby Davi](#) (Senior Administrative for the Yale School of Medicine) or [Alisa Paradise](#) (Senior Administrative Assistant for FAS and all other Professional Schools). *Appointees will not be hired until the office has received confirmation of arrival from the academic unit.*