



Yale Office for Postdoctoral Affairs

POSTDOCTORAL HIRING PROCESS CHECKLIST

Postdoctoral Associates and Fellows are Ph.D. (or equivalent) degree recipients who seek advanced research training under a faculty mentor. Appointees funded from research grants, contracts, or other University sources are Postdoctoral Associates; they are employees of the University even though they are considered trainees. Postdoctoral Fellows are also trainees, but they are not Yale employees. They may be funded either from training grants or external fellowships.

Funding: Candidates may not use personal funds for Postdoctoral positions at Yale. Please refer to the compensation page for current Postdoctoral Minimums - [Postdoc Compensation | Office for Postdoctoral Affairs \(yale.edu\)](#)

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.

Required Documentation: Candidates are required to provide the following to the academic unit as well as upload to STARS during the hiring process:

- ☐ • Two letters of recommendation (This is a department requirement and do not need to be sent to OPDA or uploaded into STARS)
- ☐ • Current CV
- ☐ • Proof of degree (in English) if the appointee has not officially received their diploma a letter from the School's Registrar or Dean stating that all degree requirements have been met and stating date of degree conferral will suffice.

Hiring Process:

- ☐ 1. 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
- ☐ 2. Use "*Finalize STARS Job Posting: Other Academic (Postdoc)*" guide to complete the req in STARS. Save the requisition and then route the requisition for approval.
- ☐ 3. The Office for Postdoctoral Affairs will review the requisition. You will receive an email notification once the requisition has been open and posted.
- ☐ 4. Send the [Initial Communication](#) to the candidate directing them to apply to the position and to upload any required documentation.



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- ☐ 5. 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](#)

- ☐ 6. 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.*