



# Office for Postdoctoral Affairs

## LABORATORY ASSOCIATE HIRING PROCESS CHECKLIST

Laboratory Associates are doctoral recipients with at least 2 years of post-degree experience, are employed elsewhere, and are paid by their employers to conduct research or other scholarly activities at Yale in association with a Yale faculty member. Please email the application and applicant's CV to our office for approval before extending a formal invitation to the candidate and before requesting a visa with the Office of International Students and Scholars. Email [postdoc.affairs@yale.edu](mailto:postdoc.affairs@yale.edu) for all YSM departments and [alisa.paradise@yale.edu](mailto:alisa.paradise@yale.edu) for FAS and all other professional schools.

**Funding:** Laboratory Associates are ineligible for Yale compensation or Yale benefits. They must demonstrate a source of external salary support and are unable to use personal funds.

**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 along with this approved application. Please note that the visa process does not begin until OISS has a completed OISS Connect record of the candidate.

### Eligibility Requirements:

- Have a Ph.D. or have equivalent training.
- Have two or more years of research experience following the Ph.D.
- Have demonstrated a high professional ability in fields related to the work being proposed.
- Hold a position at another university or at a company and should be coming to Yale part-time or for a short duration.
- Have an outside source of salary support (personal funds are not acceptable). Please refer to the Postgrad compensation page for current Laboratory Associate Minimums - [Postgrad Compensation | Office for Postdoctoral Affairs](#) for more information.
- Have health insurance coverage.
- Be in residence at Yale during the appointment.

**Required Documentation:** Candidates are required to provide the following documents.

- Current CV.
- Proof of external funding.
- Proof of external health insurance.
- A signed copy of the attached Research Attachment must also accompany this application. If the individual is employed by a for-profit institution, a Visiting Scientist Agreement may be required in lieu of a Research Attachment. Contact OSP for details.



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## Hiring Process:

- 1. Submit a completed LA application and the CV to Postdoctoral Affairs. Applications for all YSM, as well as for the FAS and all other professional schools, can be found on our [Forms, Documents, & Templates page](#). Include the candidate's CV, proof of funding and health insurance.
- 2. If the application is approved, send the candidate a Laboratory Associate new hire letter found on our [Forms, Documents, & Templates page](#). Begin the visa process, if required.
- 3. Submit the signed new hire letter, along with the candidate's CV, proof of funding and health insurance, to Postdoctoral Affairs.
- 4. Follow the "Hiring and Contracting Academics" guide to:
  - Create a Workday Pre-Hire
  - Create a Workday Requisition
  - Contract the Contingent Worker
- 5. If the appointee does not have a U.S. Social Security number, contact the [Employee Service Center](#) to request a dummy number.
- 6. Use the "Academic: Managing Appointments" guide to add an academic appointment.
- 7. Postdoctoral Affairs will review the Workday data and candidate documents prior to approving the hire in Workday.