



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 for all YSM departments and 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.