



## 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 of at least \$3,200/month (personal funds are not acceptable).
- 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. All YSM departments [application](#) or FAS and all other professional schools' [application](#). 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](#). 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.