Postdoc Recruiting

1. Faculty reaches out to Kristine Chan if a competitive recruitment.
2. Kristine gathers approvals.
3. Interfolio: advertise, interview, choose candidate.

Postdoc Hires

1. Faculty notifies Kristine of selected candidate.
2. Kristine prepares hiring packet, including offer letter for faculty to review and approve.
3. Once documentation is approved and candidate accepts offer, Kristine asks Tracy to create position in Workday/hire.

Postdoc Visas

1. Kristine contacts College to initiate visa process.
2. College contacts Candidate for visa documents.
3. ISO processes paperwork and sends out visa documents to College/Candidate.
Postdoctoral Scholar Onboarding Overview

Candidate Onboarding
- Receive onboarding packet
- Receive Workday onboarding emails
- Register for UW orientation (benefits, union, culture, etc.)

Getting Started. Union, UW NetID, transportation, driving, SSN, required onboarding activities, etc.

Statistics. Administrative/lab, IT, mail, trainings, etc.

Compensation/Benefits. Med/dent, retirement, holidays, leave, fringe, etc.

Community Resources. Housing, childcare, public schools, banking, etc.

Postdoctoral Scholar-specific Resources