

Departmental Checklist – New Appointment – Postdoctoral Research Associate (PDRA)

Preapproval

Please include the following attachments:

- CV
- Draft Offer Letter

Please allow five business days for review. If you receive a “recycled” notification please see the comments for what needs to be addressed. Do not send the offer letter out; please make the changes and resubmit for preapproval.

You will receive email notification when preapproval has been granted. Then you can send the offer letter to the candidate. Once the candidate has accepted, you can proceed with requesting approval (see below).

Approval

Please include the following attachments:

- Signed Acceptance letter
- HireRight Criminal Background Check
 - Department initiates the background check when applicant accepts the offer and receives proof of "Meets Company Standards" when the background check is complete. (Contact Erika Casey in HR if no one in your department is set up to initiate HireRight background checks.)
- Proof of Education (showing they have a Ph.D.)
 - EITHER HireRight Education Background Check if it shows Ph.D.
 - OR diploma, transcript that denotes Ph.D. was earned, or letter from dean, graduate school or registrar stating Ph.D. has been completed. (Proof of Ph.D. cannot be at the department level. Proof of dissertation acceptance is not proof of Ph.D.)
- Search Report Form
- Search Report Summary
- Visa Paperwork if candidate has a US Citizenship Status of ‘International’
 - Visa Information Form
 - Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)
 - Any other documents that the Visa Information Form requests for applicant's circumstance