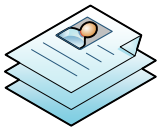
Postdoc Hire – Onboarding At a Glance

Prior to Postdoc's first day – Onboarding Activities

Postdoc Accepts Offer

HR Postdoc Office send a Welcome email to the Prospective Postdoc (copying the PI, Faculty/Department Onboarding Coordinator (OBC) and the Postdoc Office). Once offer is accepted; Welcoming the new Postdoc and providing a link to information for new Postdocs available On the Postdoc and HR web site.

Postdoc web site | Relocation Resources



Human Resources processes the Postdoc Appointment hire once all applicable documentation is received (including Work Permit Information) and notifies the Postdoc Office of the hire and provides the University ID.

System generated notification is sent to RTM confirming the Postdoc Job has been hired. They are directed to the Postdoc Onboarding checklist for Supervisors.

PI / Supervisor

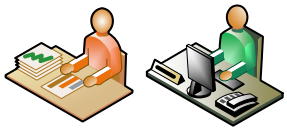
System generated notification is sent to OBC confirming the Postdoc Job has been hired. The OBC initiates their Onboarding Checklist.

OBC Checklist

Postdoc creates IT Account and then begins the 'prior to day one' onboarding activities, including updating personal Info, benefits enrollment, tax forms submission and direct deposit set-up.

Postdoc Checklist

On or after Day One – Onboarding Activities



PI and/or Onboarding Coordinator introduces Postdoc to their Buddy, arranges a campus tour, discusses performance expectation and reviews key policies.

Postdoc completes Day One Onboarding activities including, picking up their UCID card and registering for scheduled training.

Postdoc Office will schedule New Postdoc Orientation session at both Main and Foothills Campuses. Invitation will be emailed to all new postdocs to attend and register.