

Updated: January 12, 2022

## HR Appointments (Postdocs)

Resources and Forms are Available here: <https://cheme.mit.edu/hr-resources-postdoctoral-appointments/>

Salary guidelines are available here: <https://postdocs.mit.edu/about/vice-president-research-statement-salary-and-benefits> (updated in February each year)

Please send faculty the salary guidelines so they can determine the appropriate salary and copy the assigned financial contact from the ChemE financial team.

Generally, appointment/visa start dates are aimed to be on the 1<sup>st</sup> or 16<sup>th</sup> date of each month

### 1. Initial Appointments

Initial Request – at least 4 months before anticipated start date

**Step 1:** Send CV and checklist to [Bori@mit.edu](mailto:Bori@mit.edu) to confirm title, period, next steps.

**Step 2:** Collect paperwork as a package as much as possible and send to [bori@mit.edu](mailto:bori@mit.edu)

- [Checklist](#)
- [Biographic page of current passport](#)
- Invitation Letter (copy or forward to Bori and Demetri)
- Updated CV (as of anticipated start date)
- [Mentoring Plan](#) (written by faculty)
- **Two** Letters of Recommendation
- [English Proficiency Form](#) – for J1 Visa, not OPT-F1
- Proof of PhD Completion – diploma or letter from the registrar of home institution (this may not be available till the scholars obtain Ph.D.)
- Preferred: Add a reminder to your calendars to check with faculty when the new hire is due for appointment extension (approximately 3 months prior to anticipated appointment end date).

**Step 3:** HR Office works with scholar on pre—arrival logistics (i.e. visa, MIT ID if needed, etc)

### 2. Appointment Extensions

Extension Request: at least three months in advance. HR Office aims to start sending reminders to PI, scholar, AA for expiring appointments on a regular basis (at least three months in advance).

If you have a ticklers system with appointment expiration reminders, please keep it active (i.e. add a task or calendar reminder in Outlook).

If extension is confirmed:

**Step 1:** Confirm funding with PI/Financial person

**Step 2:** HR office works with scholar and ISchO on relevant Visa Extensions

**Step 3:** PI/Scholar/AA provide annual review form completed and signed by both PI and scholar

**Step 4:** Preferred: Add a reminder to your calendars to check with faculty when the scholar is due for appointment extension (approximately 3 months prior to current appointment end date).

If **fifth** year PD extension: at least four months in advance. All steps listed above and a memo from PI describing:

- research need for the fifth-year extension (i.e. to complete research project(s), publish, etc.)
- the career plan/target at the end of the fifth year (i.e. a job in industry or academia)
- a statement confirming the end date and this is a final extension

Fifth year extensions need DH and SoE approval.

### 3. Visa Information

F-1 OPT – F-1 student on post-completion Optional Practical Training

J-1 AT – J-1 student on post-completion Academic Training

J-1 – exchange visitor – research scholar category

H-1B – Temporary Worker in a Specialty Occupation

TIP: Don't "jump" into H-1B too soon: Better to maximize scholar time in all other possible visa categories (F-1 OPT, J-1, J-1AT, TN, etc.) while building credentials.

TN – Canadian and Mexican NAFTA Professionals

### 4. General Appointment Tips/Considerations

Encourage faculty to discuss changes to pay, title, % effort, or work location with ChemE HR (Bori) in advance, as they may affect scholar visa status

ISchO does not sponsor specific visa types on demand. They determine the most appropriate visa for each scholar on a case-by-case basis

Confirm availability of funds for initial appointments and extensions with relevant ChemE financial contact

Inform ChemE HR (Bori) as soon as you know new scholar's **arrival dates** in Boston/MIT. She initiates the hire action in Atlas to generate MIT ID. Instructions for next steps, including I-9 verification, are sent directly to the scholar from MIT Welcome Center (welcome-center@mit.edu).

Please note that appointment/visa dates may fluctuate due to visa processing delays and travel delays.

Please do not send new scholars to the Atlas Service Center or ISchO before they have had a chance to go through their customized on-line onboarding and an HR Orientation with ChemE HR (Bori Stoyanova).

Issuing MIT ID **prior** to arrival to Boston in order to allow new scholars' access to MIT on-line - resources **is possible** on as needed basis. Bori needs scholars' DOB.

H1B checks, when needed, are to be charged to non-restricted/discretionary funds. Details are provided on as needed basis from ChemE HR. It is important that the name of the scholar appears in the subject line of H1B processing checks.

## 5. COVID Pass

MIT automatically uploads all new employees and they are contacted through the Atlas system to their MIT email address to begin the steps to navigate COVID PASS.