Items needed to for a Postdoc Position

Working Title:
Proposed Hire Date:
Proposed End Date:
Anticipated Hiring Range:
Anticipated Hiring Salary:
Work Schedule Hours:
Location of Work:
Job/City/ State:
Full time equivalent: (anything .75- 1.00 will earn benefits)
Supervisor Name:
Supervisor Email Address:
Supervisor Telephone Number:
Supervisor Title:
Essential Job Duties: (make sure there is a training or learning opportunity)
Other Job/work responsibilities duties:
Departmental Required Skills:
Preferred Experience/Skills/Training Education:
Any Required License or Certification:
Special Instructions to applicant (what do you want them to include when applying)(Resume/CV, Cover Letter, etc)
Are there any supplemental questions you would like to ask?
Do you have a pre-identified candidate?
Please provide name and email address.
Provide an updated CV of candidate.
Do you know if this candidate will have Visa needs? (Please keep in mind the processing times for Visa needs vary depending on what is needed. Please plan your start date accordingly as some Visas can take up to 5-8 months for approval currently).

Items needed to for a Postdoc Position

| Do you know what type of potential Visa may be needed? |
| Funding Source(s): |

| • Project Account number |
| • Percentage % |
| • How long is funding for this position expected to last? |
| • Has funding been APPROVED? |
| • If a 5-account, has the funding been Awarded? |
| • If 5-account is in Pre-Award when are funds expected? (note that a person cannot be hired until funding has been awarded and approved) |

| Do you have a search committee? If so, please list names & email addresses. (Not required if you have an internal candidate) |
| Required: Please complete, sign and return the AADA Checklist: https://hr.ncsu.edu/wp-content/uploads/2016/08/adachk.pdf |
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Other Notes:

- Minimum Education- Ph.D or equivalent doctorate (eg, M.D., D.V.M, Sc.D in appropriate field awarded no more than **five (5) years** from initial date of postdoctoral appointment.
- If doing open recruitment, the position will be posted for 10-business days.
- If you need to terminate a postdoc you need at least a 30-day notification (or a resignation notice).
- In order to begin a postdoc position, an individual must have completed all aspects associated with their Ph.D. degree program including having their **dissertation defended and accepted. The degree may, however be conferred after their start date in accordance with the academic calendar.** If your postdoc falls into this category, they will need a letter from current University on letter head or Advisor indicating that all information has been defended and accepted.