

## Postdoctoral Hiring Procedure

1. The PI should contact their assigned chemistry accounting staff to determine if funding is available for the new hire. You will need to provide the following items: start date, end date, salary, project ID, name of postdoc, email of postdoc, and whether or not the postdoc is a U.S. citizen. If they're not a U.S. citizen, what visa will they come here on?

Copy Nancy Ray and your assigned admin support person on all emails. HR and admin staff will not proceed without accounting approval of funding.

2. Once accounting approves the new hire:
  - If the candidate is a non-citizen, start the visa process by contacting your admin support person.
  - Nancy Ray will send an email to the postdoc with forms and instructions. A background check is required and takes several weeks so we request a one month notice.
3. Once the background check results are back, the postdoc can be hired. It is mandatory that the postdoc check in with Nancy Ray before starting work. If they are a non-citizen, the postdoc will need to check in at the UNC Office of International Student and Scholar Services before seeing Nancy. Nancy will provide the postdoc with an appointment letter which will need to be signed by both the postdoc and the hiring supervisor and returned to Nancy. The new hire will also need to bring their I-9 documentation on their first day. Nancy Ray will advise them of this.