GT | Postdoctoral Services

This list is intended to be a guide for supervisors of postdocs.

Hiring Postdocs

The Office of Postdoctoral Services provides policies and resources on hiring postdocs:
- **Postdoctoral Appointment Guidelines – including salary minimums**
- **Postdoctoral Appointment Policy** – defines postdoctoral titles, appointment terms and procedures, along with expectations of postdocs and mentors
- **Hiring Postdocs**

Who is involved in hiring postdocs:
- To initiate the hiring process, reach out to the Human Resources or Faculty Affairs contact for your unit as soon as possible. This is the best person to answer any questions you may have about the appointment process as well as visa processes for international scholars.
- The Office of Faculty Affairs manages the review and approval processes for hiring packages and OneUSG, with final approval by the Office of Postdoctoral Services.
- For international scholars, visa and tax compliance is managed by:
  - **The Office of International Education** – J1 scholars and F1 visas for those whose visa originates from Georgia Tech
  - **Global Human Resources** – H1B and F1 visas that originate from an external institution

Onboarding Your Postdoc

The Office of Postdoctoral Services provides the following onboarding resources:
- **Before and After Arrival Checklist**
- **Postdoc Resources document**
- **Postdoc orientation sessions and slides**

Upon arrival, remember to provide a list of resources your postdoc may need as a member of your research team (e.g., department mailing lists, building and equipment access).

Postdocs who are benefits-eligible employees will be asked to complete Georgia Tech's **Human Resources Onboarding** process, which includes:
- Completing the I-9 and the Loyalty Oath (required)
- Reviewing and signing up for benefits (required)
  - Postdoctoral Services recommends that postdocs look at the optional retirement plan since the teacher's requirement plan takes 10 years to vest (i.e., longer than a postdoc appointment)
- New Hire Learning and Compliance Program (required)
- The New Employee Experience (suggested)

The New Employee Experience can help postdocs connect with new employees.
- The "Welcome to Tech" orientation introduces employees to Georgia Tech's mission, vision, and values, as well as exciting history and traditions
- The Georgia Tech Leaders Panel, Managing Your Performance the Georgia Tech Way, and Seizing Your Career the Georgia Tech Way are additional experiences to complete within the first 6 months

Institute Trainings for Your Postdoc

Postdocs should be made aware of where to find training on the OneUSG and Workday platforms, as well as if Responsible Conduct of Research training is required.

- **Genius LMS trainings**
    - OneUSG is a platform used for absence requests and approval, tax forms, etc.
        - OneUSG Connect Introduction to Employee Self-Service (ESS)
        - OneUSG Connect Absence Request in Employee Self-Service
- **Workday** is a platform that Georgia Tech uses to process financial transactions, which includes items such as conference travel and reimbursement, or ordering supplies.
    - Workday Procurement
    - Procurement Policies and Procedures
    - Travel Expense Training (e.g., conference travel)
- **Responsible Conduct of Research** (RCR) may be required if your postdoc is funded through a covered NSF grant, NIH grant, or USDA NIFA grant. View the **Georgia Tech RCR Compliance policy**.

Mentoring and Managing Postdocs

We encourage faculty to view the following resources:
- **Postdoctoral Services Mentoring Resources**
    - Setting mutual expectations
    - Postdoc mentoring plans for grant proposals
    - Annual performance evaluations – Annual evaluations of postdocs are required by USG policy. As postdocs are not faculty, there is no strict requirement for how the review is conducted.
- **Postdoc Academy Mentoring Toolkits** – Evidence-based toolkits to support postdocs and their mentors in having productive conversations about key topics (e.g., building an actionable career plan, giving and receiving feedback, time management, transferable skills, managing career transitions)

Informal avenues are available if you ever have a challenging situation with your postdoc(s) or want to discuss mentoring strategies:
- **Academic Advocacy and Conflict Resolution**
- **Faculty development coaching sessions** are offered by Dr. Rebecca Pope-Ruark

Supporting Postdoc Professional Development

The Office of Postdoctoral Services provides a comprehensive list of **Career and Professional Development** resources, including:
- **Career and Professional Development Roadmap** for postdocs to advance their research, plan for a future career, build skills, and maintain wellness
- **Cohort-based Programs**
- **Fellowship and Grant Resources**

The Center for Teaching and Learning offers the following workshops and courses for postdocs:
- **Academic Job Search Support for Future Faculty** (annually in summer and fall)
- **Tech to Teaching** (annually in fall)
- **Fundamentals in Teaching and Learning for Postdocs** (annually in spring)

The Career Center supports postdocs on the job search through:
- **Workshops** related to career preparation
- **One-on-one appointments** with Graduate Career Development Advisors