

University of Notre Dame



Handbook for Postdoctoral Scholars

2017-2018

New Postdoctoral Research Associate Arrival Checklist

Before You Arrive...

- Sign and return your offer letter to Diana Dickson at ddickson@nd.edu
- Email your faculty mentor or department/lab administrator your arrival date
- Begin your housing search: <https://offcampus.nd.edu/>
 - <http://hr.nd.edu/why-nd/community-connections/>
- Experience Notre Dame's campus virtually: <http://tour.nd.edu/>
- Follow the Office for Postdoctoral Scholars on social media:
 - LinkedIn Group: <https://www.linkedin.com/groups/12039762>
 - Facebook Group: <https://www.facebook.com/groups/ndpostdoc/>
- Within three days of your appointment start date, complete Section One of your I-9 paperwork online: http://hr.nd.edu/benefits/form_i-9/

The First Week...

- Complete your HR Onboarding checklist. This includes setting up your Notre Dame NetID, email, ID card and payroll account, registering your vehicle, and completing Section Two of your I-9 paperwork:
 - US Citizens and Permanent Residents: <http://hr.nd.edu/employment-opportunities/new-employee-toolkit/your-first-week/>
 - International Scholars: <http://hr.nd.edu/nd-faculty-staff/toolkits/new-visiting-scholars-and-research-visitors-toolkit/#FF>
- Review your health, dental, and vision benefits, and complete enrollment: <http://hr.nd.edu/employment-opportunities/new-employee-toolkit/your-first-month/>
- Schedule check-in meetings with your department and faculty mentor
- If needed, attend lab orientation: check with your department for date/time of session
- International scholars: check in with International Student and Scholar Affairs at <https://international.nd.edu/issa/>
- Attend the **mandatory** Human Resources Orientation
 - A notification will be sent to your ND email address with the specific date/time
 - Bring any original documentation you will need to complete payroll and/or tax treat forms
 - Review the [Summary of Benefits](#) listed under “Non-Faculty Researchers” on the HR website
- If you have not received an invitation to the Postdoc Welcome at this point, contact [Valli Sarveswaran](#)

The First Month...

- We recommend that you...
 - Meet with your mentor to understand their expectations and your responsibilities
 - Obtain information about the success measures for your postdoc position, and set goals with your mentor
 - Discuss how you and your mentor will communicate: what is his/her preference, pattern and frequency of communication
- International postdocs, set up your Social Security Number (SSN):
<https://international.nd.edu/issa/current-students-and-families/living-in-the-united-states/social-security-numbers-ssn/>
 - Protecting your SSN: <https://www.ssa.gov/phila/ProtectingSSNs.htm>

The First Year...

- Familiarize yourself with the Notre Dame Postdoctoral Policy and Procedures
 - <http://postdocs.nd.edu/policies-procedures-guidelines/>
- Set up a one-on-one consultation with Associate Program Director [Valli Sarveswaran](#), Ph.D., for any of the following:
 - Career counseling
 - Planning and defining career goals
 - CV, resume, or cover letter feedback
 - LinkedIn/Google scholar profile
 - Individual job applications
 - Preparation for upcoming interviews
 - Salary negotiation
- Attend a Monthly Postdoc Open Forum to ask questions about professional development, career exploration, and other services offered by the Postdoc Office in particular and Notre Dame as a whole. International scholars are also welcome to discuss matters specific to them.
 - Dates and times can be found in the weekly [ND Postdoc Newsletter](#)
- Receive a free, professional headshot courtesy of the partnership between the Office for Postdoctoral Scholars and Graduate Career Services
 - Upcoming headshot sessions will be announced in the Postdoc Newsletter

Ensuring a Successful Postdoc Experience at Notre Dame

Professional Development

Through our professional development program, graduate students and postdoctoral scholars gain the skills and insights to assume their careers with confidence.



- Workshop calendar and registration: <https://gradconnect.nd.edu/portal/prof-dev-events>

Academic iNDex:

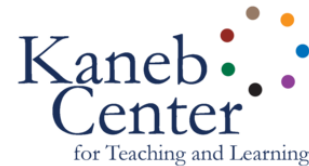
A secure and easily accessible online repository for your academic and professional information, where you can upload your CV publications, presentations, grants, work history, and other academic achievements into ready-made templates.



- <http://graduateschool.nd.edu/resources-for-current-students/academic-index/>

Kaneb Center for Teaching and Learning:

The Kaneb Center supports graduate students and postdocs in the pursuit of teaching excellence by stimulating scholarly reflection and conversation about teaching, and encouraging the adoption of practices that enhance learning.



- Workshop Series: <http://kaneb.nd.edu/events/>

Center for the Studies of Languages and Cultures (CSLC):

The Center for the Study of Languages and Cultures' *English for Academic Purposes* program offers workshops that are open to all ND Postdocs and their spouses. The center helps postdocs & their spouses develop their writing, conversational, and speaking skills.



- <https://cslc.nd.edu/programs/eap/>

Hesburgh Libraries/Center for Digital Scholarship Workshops:

The Hesburgh Libraries and Center for Digital Scholarship offer workshops open to all ND Postdocs. Unless otherwise noted, all CDS workshops take place in the CDS Classroom (Room 129), Hesburgh Library 1st Floor Northeast.

- Workshop calendar: nd.libcal.com/calendar/allworkshops



Notre Dame Writing Center:

The University Writing Center is pleased to offer consultations with instructors who want help designing and integrating writing assignments into their courses. We welcome instructors from every discipline, especially STEM subjects. Email writing@nd.edu with the subject "Teaching Consultation" to set up a meeting!



National Postdoctoral Association (NPA):

The University of Notre Dame is a sustaining member of the [NPA](#). ND Postdocs can [join the NPA for free](#).



National Center for Faculty Development and Diversity:

[The National Center for Faculty Development and Diversity](#) is an independent professional development, training and mentoring community of over 71,000 graduate students, postdocs, and faculty members. They offer on-campus workshops, professional development training, and intensive mentoring programs. Register [here](#) to join for free.



Ask an Immigration Attorney:

The Postdoc Office has partnered with immigration attorney Thomas Arkell, a partner with Dunn Law Firm, LLP in Chicago. He will graciously answer up to two immigration law questions per month for free. Any complete and appropriate questions received before the 20th of each month will be included for a monthly drawing, in which two randomly selected questions will be passed to Mr. Arkell's office by the end of the month. If you would like to submit a question, you must send it to [Valli Sarveswaran](#) as well as a statement giving us permission to pass the question and your email address to Mr. Arkell's office, who will then contact you directly with their answer. The template is:

Name:

Preferred email address:

Question:

Statement: “I hereby give the Office for Postdoctoral Scholars my permission to send the above question and my email address to Mr. Arkell's office. I understand that any further communication with Mr. Arkell's office may cost money. I also understand that neither the Office for Postdoctoral Scholars nor the staff will be responsible for any outcome or consequences.”

The postdoc office staff has the right not to include your question to the pool if it is deemed incomplete or considered off-topic. The postdoc office will not entertain any communications once the questions are submitted to the attorney. Once a postdoc's query is selected for response, that postdoc will not be able to submit another question for 6 months

Postdoc Career Planning Resources:

ImaginePhD

[ImaginePhD](#) is a free, online career exploration and planning tool designed specifically for Ph.D. students and postdocs in humanities and social sciences. On ImaginePhD you'll be able to:

- Assess your career-related skills, interests, and values
- Explore career paths appropriate to your discipline
- Create self-defined goals
- Map out your career steps



myIDP

[myIDP](#) is an online career-planning tool created to help graduate students and postdocs in the sciences define and pursue their career goals.



Versatile PhD

[Versatile PhD](#) is the oldest, largest online community dedicated to non-academic and non-faculty careers for PhDs in humanities, social science and STEM.



Getting to Know Your Community

ND Postdoc Women's Group

The ND Postdoc Women's Group promotes open communication and collaboration between ND Postdoc Women. The [Postdoc Women's Committee](#) plans and hosts academic panels, workshops, and social events to bring women postdocs together. Email the [Postdoc Women's Committee](#) if you would like to be involved!

Postdoc Advisory Committee

The Postdoc Advisory Committee is comprised of around 15 postdocs from diverse disciplines and backgrounds. Committee members advise the Office on career development opportunities, advocate for postdoc concerns, and provide a valuable sounding board for Office programming.

ND Grad Student, Spouse, and Significant Other Network (GSN):

The Graduate Student Union (GSU) is accepting postdocs as members in the Graduate Student, Spouse and Significant Other Network (GSN). For more information, visit [their Facebook page](#).



ND Calendar: "The Week @ ND"

For a full listing of events on the Notre Dame campus this week, visit <https://events.nd.edu/>.



Office of Graduate Student Life

The Office of Graduate Student Life has compiled a list of all the fun things you can do in the area around Notre Dame (Michiana)! See <http://gradlife.nd.edu/life-at-nd/>

HR Work/Life Resources:

Notre Dame's Office of Human Resources has shared valuable resources to help you maintain a healthy work/life balance, including a childcare locator, financial calculator, and list of volunteer opportunities: <http://hr.nd.edu/work-life-balance/>