



POSTDOCS@aGLANCE

1

PI wants to hire a postdoc for a PAIRE funded project:

- PI must have faculty appt @Stanford, or “find a friend” among VAPAHCS colleagues
- HR checks that SU’s Fellowship Coordinator¹ has been informed regarding hiring a postdoc
- Position must be posted (unless on a SU Fellowship or hired directly from SU due to SU Agreement)

2

HR Confirms:

- Job description is accurate
- Visa status with SU Coordinator
- Salary inline with SU postdoc salary rates per Coordinator (<http://postdocs.stanford.edu>)
- SU obtains J1 visa for Postdoc, if necessary
- PAIRE must process H1b, if required

3

HR:

- Completes Postdoc support letter for SU
- Provides offer letter/new hire packet upon selection
- Keeps SU in the loop regarding start date or any changes
- Reminds postdoc to waive SU health coverage

Add'l Information for Postdocs:

- If PI wishes to sponsor H1b, need to confirm with SU that it is okay to do so
- PI pays for H1b visa
- The fees may be charged to the grant for which the postdoc will be working on when hired
- See contact information for Immigration Law Firm – local law firm referral for H1b visas
- All information re: postdocs is found at <http://postdocs.stanford.edu>