

Post-doctoral fellow hiring checklist

Please ensure you have all of the following information on hand before filling out the [post-doctoral fellow \(PDF\) hiring request form](#). If you have any questions, or if you are trying to set up a more complicated appointment, please contact the PDF administrator (postdocadmin@uvic.ca).

Supervisor and department information

- ☐ Supervisor name
- ☐ Supervisor email
- ☐ Supervisor V number
- ☐ Academic Unit or Research Centre (selected from a dropdown list)
- ☐ Confirmation of sufficient funding (see [Policy HR6310](#)) by checking
 - ☐ I confirm that there is sufficient funding for the PDF.
- ☐ Name of the relevant approver (e.g. Academic Unit head or Research Centre Director)
- ☐ NetLink ID email, not role-based or shared mailbox, of the relevant approver

Prospective post-doctoral fellow information

- ☐ First name(s) (for PDFs who will need a work permit, provide their given name(s) as they appear on their passport)
- ☐ Preferred name (if different)
- ☐ Last name
- ☐ Email
- ☐ Current full address
- ☐ Date the prospective PDF obtained or will obtain their PhD

If the prospective PDF is not a Canadian Citizen or Permanent Resident

- ☐ Citizenship
- ☐ Current country of residence
- ☐ Agreement to complete the Due Diligence Form, which need not be completed prior to filling out the hiring request form, by checking
 - ☐ I agree to conduct basic due diligence to identify and mitigate potential security risks by completing the Due Diligence Form, which I will obtain by emailing Lori Shaw (immigration@uvic.ca).
- ☐ Whether or not the prospective PDF needs a work permit
 - ☐ If so, provide a 10-digit FAST account to pay the Employer Compliance Fee (\$230) and email Lori Shaw (immigration@uvic.ca) for an Offer of Employment number

Appointment information

- ☐ A brief 1-3 sentence description of research duties and any other responsibilities, or, if you would like to use the following suggested wording, the field of research

Suggested wording: You will be performing research on **[insert field of research]**. As part of your duties, you are expected to assist with project-related tasks and contribute to the management of the project by communicating with outside collaborators, exchanging information and materials as necessary. You will also contribute to the existing research group and participate in research meetings.

- ☐ Location of work
- ☐ Start date
- ☐ End date
- ☐ Whether or not the appointment can be renewed
 - ☐ If so, provide information about the possible renewal, including the length of renewal and any adjustment in salary
- ☐ Appointment category: whether the PDF will be an Internal PDF or an Award Recipient PDF (if you are unsure, see [Policy HR6310](#) or contact postdocadmin@uvic.ca)

Internal PDF: A PDF whose salary is paid from research funds held by a university faculty member or from the university's financial resources. Internal PDFs are employees of the university. Most PDFs at UVic are Internal PDFs.

Award Recipient PDF: A PDF who has secured their own funding from an external funding agency and is funded exclusively through that funding, and the funding agency either does not allow deductions from the award amount or pays the PDF directly. Award Recipient PDFs are not employees of the university. Only PDFs holding a Tri-Agency Postdoctoral Research Award, an award paid directly to them, and some other external fellowships are Award Recipient PDFs.

Internal PDF information

- ☐ Annual salary (will be pro-rated for a shorter term)
- ☐ Acknowledgement of employment costs and benefits by checking
 - ☐ I acknowledge that the Mandatory Employment Related Costs (MERCs) and the employer portion of extended health and dental benefits will be in addition to the salary above. These costs will be 10-20% of the salary, depending on the specifics of the postdoc appointment.
- ☐ Grant(s) and funding agency(ies)
- ☐ 10-digit FAST account(s)
- ☐ Whether or not the appointment is full-time (35 hours/week)
 - ☐ If not, provide the number of hours of work per week
- ☐ Number of vacation days (minimum 10, will be pro-rated for a shorter term)

Award Recipient PDF information

- ☐ Name of the external award
- ☐ Whether or not the external award is administered through UVic
 - ☐ If so, provide the annual amount of the award and the corresponding FAST account

Other information

- ☐ Whether or not you would like to include a 3-month probationary period
- ☐ Whether or not you would like to provide relocation assistance from grant funds
 - ☐ If so, provide the maximum amount for relocation reimbursement
- ☐ Email of any other contact that you would like to receive the form responses (the person submitting the form, the supervisor and the approver will receive copies by default)
- ☐ Any other information that you were not able to include in the form (examples include funding for conference travel, provided equipment, or policies on authorship)