Postdoc Administrator Feature Spotlight

We would like to feature our Administrator Tab on the Office of Academic Career Development, Health Sciences website. The Administrator Tab contains resources and information for all postdoctoral administrators.

The website is https://www.oacd.pitt.edu/ and the actual link to the Administrators Tabs is https://www.oacd.pitt.edu/administrators. It is our hope that you will find the site useful and helpful.
**Administrators**

Postdoctoral scholars and associates are a unique and valued classification in the university that require special policies and services. As administrators, you are critical allies with OACD in facilitating full use of the many resources and policies that enhance the success of the postdoctoral experience.

**Appointment Procedures ➤**

Access pre-approval processes for appointment procedures as well as sample letter resources.

**Benefits and Classifications ➤**

The benefits statement is updated as of March 2017.

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**All NEW Postdoctoral Appointments**

Please do not collect any type of onboarding documentation as the incoming postdoc will need to complete and upload their documents when they receive their offer to accept and complete the onboarding process.

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**Postdoctoral Scholars (New Appointments)**

OneDrive should only be used for new postdoc scholars. Reappointments will be processed via Pitt Worx.

1. Onboarding for postdoc scholars is completed in Talent Center. Please do not ask the candidate to complete their I-9 or any onboarding prior to them receiving the electronic onboarding.

2. On the appointment form, please include the following information:
   - SSN
   - Date of Birth
   - Gender
   - Citizenship/Nationality
   - Home Address
   - Account Number
   - Personal email for onboarding communications (Pitt email is preferred if they have one)
Postdoc Personal Emails

This is a reminder that we are asking departments to start collecting and inputting their postdoc’s personal email in the OACD Postdoc Database Portal. The personal email field is a mandatory field. Please do not use the Pitt or UPMC email as the personal email. By having the personal email, we will be able to communicate with the postdocs after they leave the university to obtain career outcomes from them directly, especially for 3 and 5-year check-in time points.

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the OACD Website.

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3