

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

Volume 19 | January 2023

Postdoc Administrator Highlight: Lexie Sobolewski

School of Medicine

Department of Physical Medicine & Rehabilitation



How long have you been in your position? I started my current position as a Temp in April 2022 and then was hired on full time the following July.

What do you like about postdoctoral affairs? So far, I've been enjoying interacting with people from various backgrounds. The postdocs come from all over the world, and I genuinely like assisting them with the onboarding process. I'm also particularly interested in anything related to international education, so it has been extra enjoyable for me to assist international postdocs. I know from personal experience how exciting it can be to go to another country for an educational and/or work opportunity and it's a nice feeling to help someone else do the same. I may not be a medical doctor, but it's nice to know that my work supports important research.

What advice would you give to a new postdoc admin? Do not be afraid to ask people for help. Processes are always changing, and it can be overwhelming to learn everything at once. I've been very open to any advice that's been offered to me since I've started, but the best advice for me has been to pace myself. I personally tend to treat every task with urgency which causes me to rush and make mistakes. It's important to remember to take your time, not everything needs to be done quickly (unless it's an actual emergency!).

Center for Postdoctoral Affairs Health Sciences Email Address

As a reminder, when emailing the Office of Academic Career Development/Center for Postdoctoral Affairs in the Health Sciences regarding postdoc related questions/issues/concerns/etc., please use the following email: postdoc@hs.pitt.edu. You can also email Tammy Dennis (tad9@pitt.edu) and/or Kristen Chavis (kmc311@pitt.edu) directly. This will ensure that your email is handled in a timely manner.

NSF NIH Annual Survey

Department surveys were due by Friday January 13th. If you received the emails regarding the survey completion, and have not yet submitted your department survey, please complete by February 10th & email to postdoc@hs.pitt.edu and CC: Kristen Chavis (kmc311@pitt.edu). Thank you for providing your assistance in completing this annual survey.

Offers Not Accepted

When an offer for a postdoctoral position is not accepted by the candidate, please make sure to update the OACD database record. Once the record is open, scroll down to the bottom of the page and select "offer not accepted". If the Talent Center record has been transferred to PittWorx, please contact [HR Shared Services](#) to have the record removed.

Postdoc Personal Emails

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

Postdoc Remote Policy

Domestic Remote Requests

Any faculty member in the Schools of the Health Sciences requesting to appoint or reappoint a Postdoctoral Associate or Postdoctoral Scholar to an exclusively remote position must fill out three required forms. A Remote Work Location Request Checklist, Remote Job Description and Work Plan Agreement, and Remote Work Location Information Form must all be completed and sent to be pre-approved through the CPAHS

on-line process (<https://postdocport.pitt.edu>) along with appointment letters and the other required documentation. Please contact postdoc@hs.pitt.edu for these required forms. Postdoc appointments with hybrid or flexible positions do not need to complete these forms.

International Remote Policy

If already under contract and the postdoc travels to their home country, it is possible for them to receive approval to work remotely. You must contact the Offices of Global Operations, Export Control and the University Counsel for approval.

Important: Creating Offer to International Postdocs via Talent Center

As a reminder, when creating an offer for international postdocs who are outside of the U.S., please do not create an offer in Talent Center until it has been confirmed that the incoming international postdoc has obtained their visa and has provided an arrival date into the U.S. We have had to rescind some offers for international postdocs because they could not obtain the visa in time for their start date. This does not mean you cannot provide the offer letter for signatures to the international postdocs as they need the offer letter to obtain their visa, but do not create the offer in Talent Center until you have verified that they will be in the country on their actual start date. Once the actual start date has been confirmed, if it needs to be modified, please update the offer letter and obtain the signatures on the new offer letter. You can then create the offer via Talent Center and send Kristen Chavis (kmc311@pitt.edu) the new offer so she can update the OACD Postdoc Database Portal.

New Required Field in Talent Center - Drug Test, TB Test, or Physical

Effective January 18, 2023, a new required field has been added to all new requisitions in Talent Center. This new field asks users if a drug test, TB test, or physical is required by their department or for the particular position when creating a new requisition.

The field includes four checkboxes (including an “N/A” option) as well as descriptions of each option. An option **must** be selected when completing the requisition; if no test or physical is required, the user should select “N/A.”

If a choice is made that a test or physical is required, it will display on the requisition for the candidate.

For questions about this new field, please submit an online inquiry at www.hr.pitt.edu/contact-ohr.

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](#).