

New Postdoc Ticketing System Instructions for PIs

As a reminder, our postdoc policy is [here](#).

When you are ready to hire the postdoc, go to bc.edu/postdocrequest. If you are not already logged in, you will be prompted to enter your BC credentials.

You should then fill out the following boxes:

- Hiring faculty name (that's the PI!)
- Department
- School
- Associate Dean of Finance
- Department Research Administrator - this is the person who handles grants for your department
- Service Center Contact (if applicable). Some departments that do not work with the Service Center will leave this blank.
- HR Representative. The current representative is Elizabeth Gonzales.

PostDoc Management

+ Show Help - Hide Help

Use this form once you have identified a candidate to hire into a postdoc position.

Hiring Faculty Name ?

Department * ?

School * ?

Associate Dean of Finance *

Department Research Administrator ?

Service Center Contact (If Applicable)

HR Representative (Note: Contact Erin Sibley to confirm current representative.)

The next section to be filled out is “**Postdoc Candidate Information.**” Enter the candidate’s contact information here. Be sure to include their current email address, since HR will reach out to the candidate via email.

Postdoc Candidate Information

Candidate's name *

Candidate's current email address *

Address

City

State

Zip/Country Code

The next section is “**Appointment Details.**” It is very important that for the Research Project Description, you write one (or two, max) **complete sentences** describing the basic responsibilities of the postdoc. Keep in mind this will be inserted directly into the offer letter verbatim, which is why complete sentences are necessary here.

Appointment Details

Research Project Description, Expectations, and Responsibilities ?

In this space, please write one (or two) complete sentence explaining describing the primary job responsibilities. This is not expected to be a full description of all responsibilities.

Please write no more than 1 or 2 COMPLETE SENTENCES. Your response will be inserted directly into the offer letter verbatim.

Worksite Building ?

Worksite Room

In this space, please identify the office or lab location where the postdoc candidate will work.

The next section is “**Postdoc Onboarding Process.**” Include your desired start date for the postdoc, and attach a CV where indicated.

Postdoc Onboarding Process

Target Start Date

Attachment CV * ?

Browse... No file chosen

In the “**Salary/Funding Information**” section, please include the annual salary (and check out our [postdoc policy](#) for salary requirements). Also include the funding source (such as your NSF or NIH grant, startup funds, etc.), and the length of time for the appointment (for example, one year, two years, etc.). You’ll see this box below where you can describe any additional funding - please ensure you write in complete sentences, as this will be directly inserted into the offer letter.

Salary/Funding Information

Salary

Funding Source

Length of Time

In complete sentences, please describe any additional funds, such as funds for conferences. If there are no additional funds, leave this section blank. ?

Please write in COMPLETE SENTENCES. Your response will be inserted directly into the offer letter verbatim. If there are no additional funds, leave this section blank.

The next section is “**Export Controls and Restricted Party Screening.**” Please note that depending on your response to this question, **a number of further questions will appear:**

Export Controls and Restricted Party Screening

Is the postdoc a U.S. citizen or U.S. Lawful Permanent Resident (green card holder)? (Expand help text for details.) * ?

Yes No

If you have questions about visa types, please contact the Office of International Students and Scholars at oiss@bc.edu. For questions about restricted party screening or export control/sanctions issues, including access to items and/or technology that may be restricted to foreign nationals for export control reasons, please contact the Export Control Team at exportcontrol@bc.edu.

The final step of the process is to insert the date and hit “Submit.” Note: You cannot edit this form once it is submitted. Any changes would have to be made by a system administrator. **Please review for accuracy and completeness before submitting.**

Generate Offer

Date

IMPORTANT NOTE: You cannot edit this request once it is submitted. Any changes would have to be made by a system administrator. **Please review for accuracy and completeness before submitting.**

Submit

You will receive an email with an BCWorks ticket number and a link to View Ticket to check the status of your request.

[View Ticket](#)

The application will go through a few more steps so that it can be checked by the VPR Office, Export Controls, and HR. You will be contacted if any of these offices need more information from you. **You will be copied on the offer letter when HR sends it to the candidate.**

Please contact Erin Sibley (erin.sibley@bc.edu) with any questions!