



**PRE-DOCTORAL and POST-DOCTORAL RESEARCH FELLOW
RECRUITMENT & ON-BOARDING GUIDELINES FOR
PRINCIPAL INVESTIGATORS AND DEPARTMENT ADMINISTRATORS**

Purpose	These guidelines will ensure that both the Research and Human Resources departments follow consistent processes when recruiting and on-boarding Pre-Doctoral and Post-Doctoral Research Fellows (including Pre-doc and Post-doc NIH Trainees).
<p><u>Recruitment Options for Pre-Doctoral or Post-Doctoral Positions</u> <i>If the Research area has already selected a candidate, please refer to page 2 of this document beginning with Reference Checking.</i></p>	
<p>1. BWH Career Site Posting</p> <p>Job Description</p> <p>Recruitment Process</p> <p>Disposition of Applicants</p>	<p>To post a job opportunity on the BWH Career Site, the hiring manager must complete a short job requisition form to identify the PI's and hiring manager's name, email address, department, job title, and educational requirements for the position. The short requisition form can be found at: Short Requisition Form. (A long requisition form is required for all weekly employee job postings.)</p> <p>The hiring manager forwards the completed requisition form to: HRRequisition@partners.org</p> <p>A current job description or summary must also accompany the requisition. The job description should clearly state the duties, skills, qualifications, working environment, and physical requirements of the position. This information will appear in the job posting. A generic job description is available through your recruiter or HR Consultant.</p> <p>Once posted, the position must remain posted for a minimum of 5 calendar days prior to extending a job offer.</p> <p>All applicants, even those received directly in the department, should be directed to apply through the BWH Career Site. The applicant resumes are routed to the hiring manager on a weekly basis by the Recruitment Coordinator.</p> <p>BWH recognizes each application on the career site as an expression of interest in employment and therefore must have a disposition of the application status, whether or not they were selected for interview. Those applicants interviewed but not selected for hire must also have a disposition regarding the reason they were not hired.</p> <p>Hiring managers are responsible to email the disposition (status) of each applicant within 5 business days of finalizing the hire decision to the Recruitment Coordinator.</p> <p>Applicants may be disposed as: 1. Interviewed, not selected; 2. Reviewed, lack basic qualifications; 3. Skills not suitable to position; 4. Falsified resume/application; 5. Offer rejected; 6. Acceptance withdrawn; or 7. Offer accepted.</p> <p>The hiring manager must notify the Recruitment Coordinator when a candidate has been selected for hire to ensure requisitions are removed in a timely manner.</p>

<p>2. ORC Site Posting</p>	<p>The hiring manager may announce an open position through the Office for Research Careers (ORC). A brief description of the position, including application instructions and a contact person can be sent to BWHORC@partners.org.</p> <p>The job opportunity will appear on the ORC's job listing internet webpage. Positions must remain listed for a minimum of 5 calendar days prior to extending an employment offer. Listings will remain active for 30 days. The hiring manager may also wish to announce open positions on the ORC LinkedIn group page.</p> <p>Applicants will directly contact the hiring manager indicated on the request.</p> <p>Once a candidate has been selected by the hiring manager, the hiring manager must notify the ORC to allow for the timely removal of the job listing.</p>
<p>3. External Ad Posting</p>	<p>A hiring manager may also list the job on an external site. These external listings may run concurrently with a BWH Career Site posting or ORC listing. The hiring research area will be responsible for the costs associated with an external listing site.</p> <p>Sites that are commonly used include:</p> <p>http://boston.craigslist.org/ (listing cost: \$25.00)*</p> <p>http://www.postdocjobs.com/ (90 day listing: \$195.00)*</p> <p>http://www.monster.com/ (60 day listing: \$385.00)*</p> <p>http://www.tedjob.com/ (free listing)*</p> <p>* costs are subject to change and are current as of 12/11</p> <p>NOTE: when a research area lists a position externally either on an employment site/board or within a publication, the following EEO language MUST BE INCLUDED:</p> <p><i>Brigham and Women's Hospital is an EEO, AA and VEVRAA employer.</i></p> <p>http://careers.brighamandwomens.org/</p>
<p><u>Reference Checking</u></p>	
<p>Checking references is an important step in the recruitment process. Regardless of the recruitment method, the PI/Hiring Manager is recommended to contact at least two (2) references to confirm the information in the CV and regarding the candidate's past performance, behavior, and skills prior to extending an employment offer.</p>	
<p><u>BWH On-boarding Process</u></p>	
<p>Once a Candidate has been selected, either through the posting options outlined above or through another source, the following guidelines should be followed:</p>	
<p>Salary Requirements</p>	<p>Pre-Doctoral Fellows, both full time and part time, must be paid a minimum of \$23,660 annually to be considered exempt from wage and hour law by the Department of Labor.</p> <p>Salary for Pre-Doctoral and Post-Doctoral Fellows may include BWH payroll and/or external funding paid directly to the fellow. Both types of payment will be used to determine if salary meets requirements. If the fellow receives direct pay from external source(s) the Documentation of External Support form must be completed.</p> <p>It is expected that all Post-Doctoral Fellows will receive an annual salary of no less than the NIH/NRSA Salary Scale in effect at the time of appointment for years 0, 1 and 2, commensurate with experience. Please refer to Salary Scale Policy in Policies and Guidelines for Post-Doctoral Fellows.</p>

Offer Letter	The offer letter is drafted and sent from the hiring PI and Department. Research Fellow offer letter templates that contains the recommended and approved language can be found within the Postdoc New Hire Toolkit at: http://bwhbri.partners.org/OPRC/Staffing.asp
CORI Check	<p>Along with the offer letter, the department also sends a CORI request form. All candidates must complete a Criminal Offender Record Information (CORI) request form authorizing BWH to perform a criminal background check. An employee may not start prior to full clearance and the offer is contingent upon obtaining a satisfactory background report, which is stated in the Research Fellow offer letter.</p> <p>Steps for completing and submitting CORI Request Form:</p> <ol style="list-style-type: none"> 1. At least three weeks prior to the desired start date, the candidate forwards to the department <i>either in person or electronically</i> the completed CORI form and a copy of a government issued picture ID. 2. Upon receipt or no later than two weeks prior to the desired start date, the completed CORI application form and proof of identification is sent to Professional Staff Office via email at BWHPProfStaffCORI@partners.org or via fax at 617-724-7492. 3. The CORI Authorized user at the Professional Staff Office submits the CORI form to MGH Police and Security. Once the results are received and are satisfactory, the on-boarding process, including NEO scheduling, will proceed.
OIG Check	The Office of Inspector General (OIG) check verifies the individual is not excluded or sanctioned from participating in federally funded programs, which would prohibit employment.
PIO Process	<p>If the candidate is a foreign national, the hiring manager/designee must contact the Partners International Office (PIO) at 617-726-9211, early in this process, to assess the appropriate visa status and discuss next steps.</p> <p>Once visa considerations have been discussed with the PIO, the hiring manager/designee may visit the PIO Intranet site to obtain the appropriate Departmental Forms: PIO Intranet</p> <p>Newly hired foreign national employees sponsored through PIO must attend an International Orientation. International Orientation is generally offered every Thursday. Information regarding appropriate documentation, enrollment process, schedule, and location can be found at: International Orientation</p>
ORC Arrival Checklist	The hiring manager/designee sends the candidate the link to ORC's Internet site: Prospective and New Postdocs . This site contains important information for getting started at BWH. The hiring manager/designee should direct the candidate to review the New Hire Packet and Research Fellow Arrival Checklist prior to starting at BWH.
New Hire Form	The hiring manager/designee must complete a Monthly Paid New Hire Form and submit to the Professional Staff Office at: BWHPProfstaffbene@partners.org . It is recommended that the research department submit the new hire form as soon as possible but no later than Wednesday at 5pm to be processed for enrollment into New Employee Orientation (NEO) the following Monday. The Professional Staff Office will make every effort to enroll the Research Fellow in the NEO indicated on the new hire form; <i>however</i> , enrollment is limited, occurs on a first come first serve basis, and cannot be guaranteed.

<p>Occupational Health Clearance</p>	<p>Prior to attending NEO, the new employees are required to complete the pre-placement health screening through Occupational Health Services (OHS). It is preferred that the hiring manager schedule an appointment for the Fellow/Professional Staff. Alternatively the fellow may advised to visit OHS during their walk in hours: Tuesdays 1pm – 3:30pm, Wednesdays 8am – 10am, and Thursdays 7:30am-3:30pm. To expedite the process, if available, please urge new employees to bring documentation of their vaccinations or blood test/antibody titers with them to OHS. Details can be found at: Occupational Health Medical Clearance</p>
<p>New Employee Orientation (NEO)</p>	<p>All new employees must attend NEO before they begin working in the department. An employee's hire date must coincide with the NEO date. NEO is held on Mondays each week (Tuesdays following a Monday holiday) from 8:00am to 5:00pm. Location: One Brigham Circle, 4th Floor, Room B 1620 Tremont Street Boston, MA BWH Map</p> <p>The Professional Staff Office will enroll Research Fellows for NEO based on the date indicated on the New Hire Form and availability.</p> <p>J-1 and H-1B visa holders may not attend NEO prior to their visa start date.</p> <p>Employees are paid regular hours for time spent at NEO.</p>
<p>Reasons an Employee may be Rescheduled for NEO</p>	<p><u>Employees will be turned away and not admitted into NEO for the following reasons:</u></p> <ol style="list-style-type: none"> 1. The employee does not have Occupational Health Services Medical Clearance (OHS Medical Clearance Form or new BWH ID badge are required during check-in) 2. The employee is not properly enrolled in the session <ol style="list-style-type: none"> a. New Hire form was sent later than 5pm Wednesday for enrollment into NEO the following Monday b. NEO reached maximum capacity prior to your New Hire form being received 3. The employee arrives late. An employee is considered late if he/she arrives after 8:45am. <p>The hiring manager will be contacted to reschedule the NEO date. <u>Rescheduling NEO will result in the delay of the employee's hire date by at least one week.</u></p>
<p>I-9 Form and E-Verify Processing</p>	<p>As an E-Verify employer, HR will electronically verify all new employees' eligibility to work in the U.S. by comparing information from the employee's I-9 Form against Department of Homeland Security (DHS) and Social Security Administration (SSA) databases.</p> <p>If information does not match, E-Verify results indicate Tentative Non-confirmation (TNC). HR will provide to the employee the TNC notice for signature that allows the employee to voluntarily choose either contest or not contest the results. Employees who select not to contest are terminated. Employees who select to contest will have 8 Federal workdays to resolve the status. BWH cannot make any adverse action against the employee during this period the employee is contesting a case result.</p>
<p>Information & Resources covered at NEO</p>	<p>NEO provides information and instruction on the following topics, including, but not limited to:</p> <ol style="list-style-type: none"> a. Hospital's Mission/Vision/Values b. Joint Commission and Corporate Compliance Training c. Human Resources Policies and Procedures d. ID Badge Processing Station e. E-Verify Processing f. Log on information, including User Name and Password for Partners system and PeopleSoft g. Benefits Information, if applicable h. Office for Research Careers

Departmental Orientation

Each department has the responsibility to orient new employees to their specific job, the role in the department and the division they support.

Department/ Lab Orientation	<p>The PI provides information and guidance on the following topics, including, but not limited to:</p> <ul style="list-style-type: none">a. Introduction to co-workers and work areab. Department and division overviewc. Job Description, duties, and responsibilitiesd. Departmental/lab policies and procedures, including fire/safety plane. Research Integrity policyf. Intellectual Property Certificationg. The Research Training Matrix outlines all training requirements that pertain to researchers, which includes, but is not limited to:<ul style="list-style-type: none">▪ Animal Research▪ Human Subject Research▪ Laboratory Safety▪ Biohazard Safety▪ Radiation Safety▪ Export Control▪ Time & Effort Certification <p>Details regarding BWH Regulatory Standards are found on the Research Compliance Intranet site</p>
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Research Fellow On-Boarding FAQs

- Q. Is a “Job Requisition” required for all monthly paid positions?**
- A. No. A Job Requisition is only required if you request to post a Research Fellow position on the BWH Career Site. When you fill out a job requisition, please Short Requisition form to: HRRequisition@partners.org
- Q. How often will I receive resumes if I request to post a Research Fellow job opportunity on the BWH Career Site?**
- A. The hiring manager/designee identified on the short requisition form will receive resumes/CVs from applicants expressing an interest in the position on a weekly basis.
- Q. I understand that if I post a job opportunity on the BWH Career Site, I must provide the disposition of each applicant. How often am I required to disposition each applicant?**
- A. The hiring manager/designee is required to email the disposition (status) of each applicant within 5 business days of finalizing the hire decision. Applicants may be disposed as: 1. Interviewed, not selected; 2. Reviewed, lack basic qualifications; 3. Skills not suitable to position; 4. Falsified resume/application; 5. Offer rejected; 6. Acceptance withdrawn; or 7. Offer accepted. The hiring manager/designee must also notify HR once you have selected a candidate for hire to allow for timely removal of the requisition from the HR Career Site.
- Q. I posted a job opportunity on the BWH Career Site; however, I received a CV from a qualified applicant and I am considering hiring this individual. Can I offer the position to this individual?**
- A. Yes, if the position has been posted on the BWH Career Site for a minimum of 5 days. However, all applicants, including those who contact the hiring manager/designee directly, must also apply to the posting through the BWH Career Site and the hiring manager/designee must provide HR the disposition of the applicants.
- Q. I have offered a candidate the position as a Research Fellow in my department. Is there any information I may send to this individual?**
- A. Yes. You may send prospective Research Fellows the offer letter, CORI Request Form, a [New Hire Packet](#), and [Postdoc Arrival Checklist](#).
- Q. Who is required to attend New Employee Orientation?**
- A. All new BWH employees, including Research Fellows, Clinical Fellows, Clinical/Research Fellows, NIH Trainees, Faculty, Medical Doctors, and individuals who transfer from an affiliate or Sponsored Staff to employee must attend NEO on their first day of work.
- Q. Who is responsible for setting up the Occupational Health Services (OHS) appointment for Research Fellows?**
- A. The hiring manager or Department Administrator should schedule an OHS appointment for monthly paid employees or advise that they visit OHS during their walk-in hours: Tuesdays 1pm-3:30pm and Wednesdays 8am-10am.
- Q. Can I have someone start working before he/she attends New Employee Orientation?**
- A. No. All hires are required to attend New Employee Orientation before starting to work in the department.
- Q. HR informed me that our newly hired Research Fellow did not attend New Employee Orientation as anticipated. What should I do next?**
- A. The hiring manager/designee should contact the Professional Staff Benefits Office to enroll the Research Fellow into the next available NEO. The Research Fellow may not begin working in the department/lab prior to attending NEO. The hiring manager/designee should contact the Research Fellow to inform him/her of the new NEO date, as well as explain that the delay in attending NEO will delay his/her start date.