**Postdoc Pre-Hire Checklist**

* I-9 Form
* Criminal Background Check
* Tax Forms (NC-4, W-4)
* Direct Deposit Form
* Degree Verification
* Alien information (if applicable)
* AP-2s
  + Other post-degree professional experience and activities
  + Memberships in scholarly and professional organizations
  + publications
* Appointment Letter
* Certification for FICA Exemption (for rank code 27 only)

**Postdoc Post-Hire Checklist**

* EHS, HIPAA, COI Trainings
* Postdoc orientation