



hms | hsdm

office for postdoctoral fellows

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The Postdoc Office



Dear New Postdoc,

The HMS/HSDM Office for Postdoctoral Fellows (OPF) is pleased to welcome you into the Harvard Medical and Dental School community. You will be joining over nine hundred trainees on the HMS/HSDM quadrangle. The OPF works to enhance the development and experience of the post-doctoral community by recognizing the valuable contributions of postdoctoral scholars, developing a firm foundation on which to build a comprehensive training and career development experience, encouraging individual responsibility, fostering mentoring, and cultivating a sense of community.

Postdoc Expectations



As a trainee here, it is expected that you will gain the knowledge and experience necessary to advance your career through publications, independent investigation, and development of your network. To accomplish this, it may be necessary to be in the lab at any given time, day or night. Since your hours are not recorded, you must work with your faculty PI to manage your time, experimental schedule, and research progress. While acknowledging the immense time and effort it takes to be a successful postdoc, it's just as important to have a life outside of the lab.

Postdoc Orientation



As part of our welcome, all new postdocs are required to attend the "New Postdoc Orientation" organized by our office - you will receive an email invitation from our office. Please note that this orientation is tailored specifically for postdocs and is the **ONLY** orientation you will receive as a postdoc at HMS/HSDM. Call 617/432-6735 or email: postdoc_office@hms.harvard.edu if you have not received your email invitation or would like to inquire about alternate dates.

Getting Your Benefits



VERY IMPORTANT [FOR BENEFITS-ELIGIBLE POSTDOCS PAID THROUGH HARVARD] - you must sign up for benefits within **30 days** of your start date! Failure to do this will result in your not receiving benefits for one year (or until the next open-enrollment period). Benefits packages are mailed to your home address. If you have started work and have not received your benefits packet within two weeks, first check with your Department Administrator to make sure that all the appropriate paperwork has been submitted. Second, call the Benefits Office at 617/496-4001 to confirm that you have been entered into the system and that your benefits packet is forthcoming.

Harvard International Office



Postdocs on visas must register with the Harvard International Office (HIO) upon arrival. They can be reached by calling 617/495-2789 or by visiting their website at www.hio.harvard.edu.

Postdoc Association



The Harvard Medical Postdoctoral Association (HMPA) support for postdocs to attain their career goals. To stay informed of upcoming events, join the HMPA email list by simply emailing HMPA@hms.harvard.edu. Becoming involved with the HMPA will give you an opportunity to organize and have input on events designed to assist postdoc training.

Lab Safety Training



And finally, remember to complete your online Lab Safety Training. Your PI or Lab Manager will provide access to training in the Environmental Health & Safety Office website at <http://ehs.harvard.edu/training>, or you may contact EH&S by phone at 617/432-1720. Failure to complete the training could delay your ID processing and research protocols.

Please feel welcome to contact us or visit our website at postdoc.hms.harvard.edu if you have any questions or need additional information. We hope to see you at orientation and around campus!

All the best!
-The Staff of the OPF