

The purpose of this checklist is to facilitate your arrival at the Medical College of Wisconsin (MCW). It should provide resources for you and allow for a quick transition to your new job. Most of the information applies to all new postdocs, but some of the information is designed to address specific issues international postdocs will encounter. We would appreciate any suggestions you may have for improving the onboarding experience for future postdocs!

If you have any questions, please contact:

1. The Office of Postdoctoral Education
 - a. Amanda Booker (414-955-4461; abooker@mcw.edu), Senior Administrative Assistant
 - b. --

1. Take training courses. Ask current lab members what training is required and ask department administrators to have these courses loaded onto your D2L (an online portal for training). The list below is a guide for what training may be required. This list does not necessarily cover all possible training.
 - a. Everyone
 - i. Postdoc Training in the Responsible Conduct of Research (NIH requirement)
 - ii. Conflict of Interests
 - iii. New Employee Orientation
 - b. Most
 - i. rDNA training
 - ii. Laboratory Safety
 - iii. Chemical Laboratory Safety
 - c. Lab-specific training
 - i. Animal and/or Human Research
 - ii. Blood borne pathogens
 - iii. Radiation Safety
 - iv. Other
2. If arriving in the fall/winter you will need to get a flu shot or provide documentation that you already obtained one.
 - a. MCW Occupational Health 5th Floor Pavilion Building, Room 514AP
 - i. They can also provide other immunizations, respirator fit tests, TB surveillance, and accidents/work related injury evaluations.
 - ii. <https://infoscope.mcw.edu/Occupational-Health.htm>
3. Become familiar with the various online portals:
 - a. Infoscope (infoscope.mcw.edu) – this website contains numerous resources for all MCW employees and contains links to all other portals.
 - b. D2L (Desire 2 Learn) – Online training courses.
 - c. eBridge – Contains your official researcher profile. Includes – training record, animal/human research record, etc.

International Postdocs should complete the checklist above, but also have additional considerations.

1. (immigration@mcw.edu; 414-955-8245)
2. Set up your orientation where you will get your necessary documents, DS2019, proof of employment, and get your visa signed if needed.
3. :
 - a. Foreign students/postdoc who arrive in the US do not have a credit history. Some landlords will not allow one to sign a lease without credit history or rental history in the US.
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