# Checklist for a Postdoctorate

The following deadlines apply to the postdoctorate:

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Send to:</th>
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| Before the start of the postdoctorate (if applicable) | - Job description  
- Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, employment contract, foto | PrP to HRd        |
| First six months                         | - Signed by first supervisor and doctoral candidate  
- Job description  
- Postdoctoral Agreement (PDA)  
  - Postdoc project proposal  
  - Beginning of the postdoctorate (date)  
- Conditions of employment  
- Funding plan | PrP to HRd        |
| 22 months after at the latest            | - Written information (e-mail suffices) about the prolongation (or not) of the employment | PrP to PDo        |
| 24 months after at the latest            | - First status review meeting  
If necessary, update of the PDA concerning:  
- Postdoctoral qualification | PrP to HRd        |
| Annually                                 | - Status review meeting, incl. invitation to meeting and documentation in DA | PrP to HRd        |

**Abbreviations:**  
SteV: Stellenverantwortliche/r = PrP = Person responsible for position  
HRd: decentralized HR  
PDo: Postdoc  
PDA: Doctoral Agreement