

Postdoctoral Program Before You Arrive

Welcome to Argonne

The Postdoctoral Program Office welcomes you to Argonne National Laboratory. Your academic achievements and demonstrated research capabilities will undoubtedly contribute to the continuing scientific and technological success of the Laboratory. It is our intention that your tenure at Argonne be as productive and rewarding as possible. Whether you need assistance with acclimating to the Chicago area or assistance with career development, we are here to help!

Planning Your Move

Starting a new job and moving to a new residence can be challenging. Argonne offers several resources and networks to help ease the transition.

Newcomers and International Assistance Office

The Newcomers and International Assistance Office provides a wealth of information and resources to help new employees and their families acclimate to Argonne and the Chicago area. You will find resources on finding a place to live, information about living and working in the US, making your daily commute to work and many more. Visit <http://blogs.anl.gov/newcomers/>.

The Postdoctoral Society of Argonne

The Postdoctoral Society of Argonne (PSA) is a volunteer organization of postdocs who work closely with the postdoctoral office and administrative staff to support fellow postdocs in their endeavors. One of the PSA's primary functions is to help new postdocs transition to the

lab, including tips on the surrounding area and where to live. Connect with the PSA through the **Postdoctoral Scientists of Argonne National Laboratory – PSA Facebook** page before you arrive to get your questions answered early. Email the Postdoc Program Office to get an email introduction to the current PSA members.

<https://www.facebook.com/pages/Postdoctoral-Scientists-of-Argonne-National-Laboratory-PSA/246070502200187>

Dual Career Support

Argonne is a member of the Greater Chicago Midwest-Higher Education Recruitment Consortium (GCM-HERC). Membership provides a direct link with multiple employers and universities in the Chicago region, in addition to career development resources. GCM-HERC's Dual Career Office assists dual-career couples identify opportunities to best meet their needs as a family. Visit <http://www.anl.gov/careers/diversity> and <http://www.hercjobs.org/greater-chicago-midwest> for more information.



More About Your Benefits

Visit <http://www.anl.gov/careers/benefits> for more information about your benefit options and to learn about Argonne's on-site facilities, including the fitness center, credit union, library and childcare facilities.

Your First Day

When you report for your first day of employment, you will take part in the New Employee Orientation. This will consist of two morning sessions to cover your benefits, training expectations, safety, and general orientation to the lab.

You will receive specific directions on your first day, but in general, you should expect:

- Morning orientation session covering benefits
- **Current Postdocs will meet you for lunch between 11:30 and 11:45 AM. Do not leave without meeting them.** They will have your welcome kit from the Postdoc Program Office
- Stop at the Visitor's Center after lunch to initiate the badging process
- Visit the Health and Employee Wellness center at your scheduled appointment time for your drug/alcohol and physical tests.
- It is recommended that you stop by your division's office to meet the front office staff and obtain any division-specific new employee information
- Let your supervisor know you are here!

First Few Weeks

Doing top notch research is your number one priority during your appointment. There are a few considerations as you get started. You should know where to go for what and who can help answer your questions. You should also learn how

to find information on **Inside Argonne**—Argonne's internal network and homepage.

In the first few weeks at Argonne, you should expect:

- Building orientation that informs you of safety and emergency procedures specific to your building and/or division
- Safety training that is based on the type of research you will be conducting. You will hear the term **Job Hazard Questionnaire** or **JHQ**, which is a tool used to identify the main equipment and consumables you will be working with. This will help guide your training plan
- Your division may have a new employment checklist that helps you acclimate to the division
- People you should meet include:
 - HR Benefits contact
 - Divisional administrative staff
 - Divisional **Environmental Safety and Health (ESH)** Coordinator
 - Postdoctoral Program Coordinator
 - Divisional Mentoring Program Coordinator
 - If needed, the HR Immigration and Visa Specialist
- Complete the **Initial Discussion Form** with your Supervisor. This is a tool for postdocs to think about their research and career goals and what opportunities they should seek while here to support their professional development. You can also use this as a tool to guide your mentoring plan.

A sample form is provided at the end of this document.

First Ninety Days

Within the first 90 days of employment, all postdocs and fellows should select a staff member in addition to their supervisor to serve as their mentor. Each division has an internal mentoring program coordinator to help you with this process.

About the Mentoring Program

Starting a new position at a new place can lead to a litany of questions. With Argonne's mentor program, our postdocs are linked up with experienced scientists to help them prepare for future career success. Our mentors are here to provide perspective and feedback that will enable postdocs to maximize their research skills and productivity. The mentoring program guidelines are tailored to each division to ensure that both the postdocs' and divisional goals are met.

You should meet with your mentor at least quarterly.

More information is available on the Postdoc Blog: <https://blogs.anl.gov/postdoc/2013/06/06/postdoctoral-mentoring-program-whats-it-all-about/>

Annual Renewal

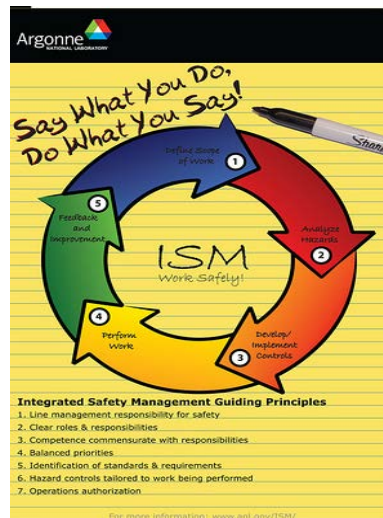
Appointments at Argonne are renewed annually. At least two months before your anniversary date, you should start thinking about your accomplishments, research progress, and goals for the upcoming year. You will be asked to complete a performance appraisal and discuss this with your supervisor. Usually, the divisional office will contact you and your supervisor when it is time to take these steps.

Remember that part of your job is to find a job. Be thinking about networking and your long term goals early.

Argonne Culture

Argonne is a unique place to be a postdoc. We are very much a hybrid of the industrial and academic environments. Scientists and engineers have free-flow of thought with colleagues and drive research that addresses big challenges. We also have a commitment to ensure that our employees are provided a safe environment.

Safety Culture:



Safety is an important part of Argonne's culture. It is directly integrated into the way we do work, not in addition to our outside of the work. It is how we do business. Safety is good for both individuals and the organization. We want you to go

home safe every night and it's important that you be aware that undressed safety issues can result in work stoppage.

Argonne expects each individual to take personal responsibility for their own safety and for the safety of others. If you identify a potential hazard, stop and make sure the hazard is mitigated before proceeding.

Environment, Safety and Health (ESH) representatives are available in all areas of the laboratory. Don't hesitate to contact them with your safety concerns and questions.

Reporting Structure:

Collaboration is key to big impact research and development. You will learn concepts such as working within a line-management structure, but also have the opportunity to work across your division and the lab with collaborators.

Professional and Social Life:

The Postdoctoral Program Office works closely with the Postdoctoral Society of Argonne (PSA) to host a full schedule of events to enhance your experience. In addition, there are numerous opportunities to attend research seminars, other skills workshops and affinity group events.

Postdoctoral Events Include:

- Career Seminars and Workshops
- Commitment to Safety Initiative-Special Postdoc Unit (CSI-SPU)
- Postdoctoral Journal Club
- Brown Bag Seminar Series
- Social and Family Outings
- Annual Postdoctoral Research and Career
- PSA Annual Soccer Outing

Outreach Opportunities:

As an early career STEM professional, you may find it beneficial to promote your work not just to your colleagues, but also to the public and students. Through our Educational Programs Department and the Regional Outreach Office, you will have multiple opportunities to get involved in outreach. Ask how to get involved when you start your appointment.

Key Contact Information

Kristene (Tina) Henne, PhD
Postdoctoral Program Lead
Argonne Leadership Institute
Building 201, Room 151
Phone 630-252-2907
khenne@anl.gov

Postdoc Blog
<https://blogs.anl.gov/postdoc/>

Postdoctoral Programs Website
<http://www.dep.anl.gov/postdocs/index.htm>

Mentoring Program Guidelines and Resources
http://www.dep.anl.gov/postdocs/resources/postdoc_mentoring.htm

Postdoctoral Society of Argonne
<http://www.dep.anl.gov/postdocs/psa/>

Postdoctoral Office Events
<http://www.dep.anl.gov/postdocs/activities/index.htm>

National Postdoctoral Association
<http://www.nationalpostdoc.org/>