

## Checklist for Getting Started as a Postdoctoral Fellow in the Department of Epidemiology

- Complete jotform with your biographical information in order to be included on the Department of Epidemiology website: <https://form.jotform.com/53355677293163>; <http://www.jhsph.edu/departments/epidemiology/postdoctoral-fellows/postdocs-2016.html>
- Add your name to the EpiPDA email listserv by notifying Jon Eichberger, Communications Associate, [je@jhu.edu](mailto:je@jhu.edu)
- Participate in EpiPDA monthly meetings and contact EpiPDA leadership if you have any questions (Greg Kirk, Director, [gdk@jhu.edu](mailto:gdk@jhu.edu); Casey Rebholz, Co-Director, [crebhol1@jhu.edu](mailto:crebhol1@jhu.edu))
- Participate in the Johns Hopkins Postdoctoral Association (JHPDA, [jhpda2.jhu.edu](http://jhpda2.jhu.edu)) and read weekly newsletter for updates on Hopkins postdoc-relevant activities
- Participate in the School of Public Health (SPH-PDA) Committee of the JHPDA to coordinate policies and events for public health postdoctoral fellows
- Email Steve Bazzetta, [sbazzet1@jhu.edu](mailto:sbazzet1@jhu.edu), to join the SPH postdoctoral fellows listserv and stay up to date on policies and events
- Join the “SPH-PDA” Facebook and LinkedIn groups to connect with other SPH postdoctoral fellows
- Check the Professional Development and Career Office (PDCO) website for relevant career development sessions
- Complete an Individual Development Plan, ideally with your primary mentor
- Review the JHSPH Postdoctoral Guidebook for information about getting an ID badge, registration, benefits (including health insurance), parking, payroll, getting an email account
- Schedule an introductory/orientation meeting with Fran Burman, Academic Program Manager, [franburman@jhu.edu](mailto:franburman@jhu.edu)
- Refer questions, if any, about the financial aspects of the postdoctoral fellowship to Matt Miller, Senior Financial Analyst/Student Funding Manager, [mmille16@jhu.edu](mailto:mmille16@jhu.edu)
- Participate in Epidemiology Track activities (e.g., seminars, Research in Progress (RIP), journal club) as described in the Department’s Student Handbook – <http://www.jhsph.edu/departments/epidemiology/student-handbook/>
- Review course catalog to identify potential courses of interest - <http://www.jhsph.edu/courses>
- To complete payroll forms and processes for hire, schedule a meeting with Leanne Chase, HR Coordinator, [lchase3@jhu.edu](mailto:lchase3@jhu.edu) and Jordan Meredith, Academic Program Coordinator, [jmeredi8@jhmi.edu](mailto:jmeredi8@jhmi.edu).

## Checklist for Finishing a Postdoctoral Fellowship in the Department of Epidemiology

- Complete the postdoctoral fellow completion form, which you should receive 30 days prior to your scheduled end date from Ebony Moore, Academic Program Coordinator, [eamoore@jhu.edu](mailto:eamoore@jhu.edu)
- If you plan to finish your fellowship prior to the scheduled end date, notify your primary mentor, Ebony Moore ([eamoore@jhu.edu](mailto:eamoore@jhu.edu)), and Matt Miller ([mmille16@jhu.edu](mailto:mmille16@jhu.edu))
- Join LinkedIn group: “JHSPH Epidemiology Students, Fellows, & Alumni”
- Join JHSPH Alumni Association – [www.jhsph.edu/alumni](http://www.jhsph.edu/alumni)
- Set up email forwarding by establishing an alumni email alias – <https://apps2.jhsph.edu/alumniemailalias/>
- Terminate health and dental insurance with Student Accounts and Business Services, W1101, 410-955-5725, [JHSPH.bursar@jhu.edu](mailto:JHSPH.bursar@jhu.edu)
- Return ID badge and keys to Departmental Administrator (Brandy Watford – Room W6030)