



Interview/Training Agreement Discussion Points

General

- Start Date
- Duration of position
- Work schedule/hours
- Parking

Salary/Pay Rate

- Is there the possibility of continued pay if need to extend the training year?
- If a 2-year neuropsychology postdoc: what is the pay raise for the second year?
- Are any health care/benefits covered?
- Is my individual liability insurance covered/reimbursed?
- Is there reimbursement for travel mileage (didactics over 15mi away, conferences, etc.)?
- Are conference attendances/presentations reimbursed/covered?

PTO & Holidays

- Number of days off provided a year? (2,000-hour requirement: typically, 10 of 365 days)
- Are specific holidays mandatory as part of the 10 vacation days?
 - (e.g., I do not celebrate Christmas, is it possible to obtain hours as a report writing day to have other holidays important to my religion/culture off?)
- How far in advanced do I need to request time off for vacation time?

Leave options

- What is the policy for sick leave? (Separate from the 10 vacation days off?)
 - If exposed to Covid-19, what is the protocol for time off/testing? (Certain number days quarantine, need a clear test, etc.)
 - Possibility of report writing/work from home days if quarantining but asymptomatic/mild symptoms of Covid? (to earn hours without cutting into limited vacation time)
- Maternity/paternity/family leave options?
 - Need to extend training year (to earn needed 2,000 hours) if this is needed during the training year, number weeks granted paid/unpaid, etc.

Materials & Virtual Considerations

- Will there be a computer available for me to work with directly, or will I be supplying my own computer/workspace?
- Number of hours of virtual services vs. direct?
- Number of hours of virtual supervision vs. direct?