QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL
OTHER RESEARCH STAFF

I. Plan Budget

− Request benchmark salary data from OIS applicable to research discipline and worksites during proposal budget preparation.

II. Review University Policies

− EOP 1.00 (Equal Opportunity and Affirmation Action)
− ACAF 1.06 (Academic Titles for Faculty and Unclassified Academic Staff Positions)
− HR 1.85 and HR 1.24 (Research Grant or Time-Limited Positions)

III. Describe and Request Position

− List duties and activities expected for the position and summarize minimum requirements:
  o Research Specialist: “Position requires Bachelor’s degree in [field/s] with expertise in [area/s] by start date of employment.”
  o Research Associate: “Position requires Master’s degree in [field/s] with expertise in [area/s] by start date of employment.”

− For best results, share final draft with OIS before submission to HR Class/Comp.

IV. Recruit and Select Candidate

− Request standard posting on USCJobs.

− If any finalists are non-U.S. citizens, avoid discussion of national origin/visa status; instead, refer them to OIS with OIS Invitation to Non-U.S. Citizen Applicant [PDF]. Employer may not consider citizenship or immigration status in the recruitment and selection process, unless hiring is restricted to U.S. citizens by law, regulation, executive order, or government contract.

V. Hire and Onboard

− If non-U.S. citizen is selected candidate, contact OIS and share offer letter draft before issuance.

− OIS will prepare immigration strategy/casework per policy HR 1.25 (Appointments for Non-U.S. Citizens) and assign onboarding to PeopleAdmin hiring proposal at the appropriate time.