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

I. Plan Budget

− During proposal budget preparation, contact Katie Davison (HR-Class/Comp) for review of pre-approved position classifications/salary ranges and Jean Saunders-Blanks (HR-OIS) for USDOL prevailing wage benchmark data applicable to the discipline and physical worksites.

II. Review University Policies

− EOP 1.00 (Equal Opportunity and Affirmation Action)
− HR 1.87 (Unclassified Staff Researcher Positions)
− HR 1.85 and HR 1.24 (Research Grant or Time-Limited Positions)

III. Describe and Request Position

− Prepare position description with resources/samples available in HR Toolbox >> +Hiring >> +Research Grant/Time Limited.
− Share PD draft with HR-OIS and HR-Class/Comp for preliminary review prior to submitting position request action in PeopleAdmin.

IV. Recruit and Select Candidate

− Request standard posting on USCJobs.
− Employers 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. If any finalists are non-U.S. citizens, carefully avoid discussion of national origin/visa status; instead, refer them to OIS@sc.edu.

V. Hire and Onboard

− If non-U.S. citizen is selected, share draft offer letter with HR-OIS before issuance.
− If offer is accepted, HR-OIS develops immigration strategy per policy HR 1.25. Individuals eligible to participate in the USDOS Exchange Visitor Program will be referred to International Student and Scholar Support for the J-1 visa sponsorship process.
− HR-OIS will assign onboarding tasks at the appropriate time.

Revised 9/26/23