QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL
POSTDOCTORAL FELLOWS

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 samples available in HR Toolbox >> + Hiring >> + Research Grant/Time Limited section, noting the process/timeline available here.
   – 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 for a search or a special posting for an identified candidate.
   – Employers may not consider a candidate’s 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, regardless of whether they indicate a need for sponsorship, avoid discussion of national origin/visa status; instead, refer finalists 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 USDS Exchange Visitor Program will be referred to International Student and Scholar Support for J-1 visa sponsorship.
   – HR-OIS will initiate the onboarding process at the appropriate time.

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