



Division of Human Resources
Office for International Scholars

QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL **RESEARCH FACULTY**

I. Plan Budget

- Request benchmark salary data from OIS for intended research discipline/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)
- [ACAF 1.16](#) (Professional-Track Faculty)
- [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, *including any possibility of teaching*.
- Summarize minimum requirements. Example: “Position requires PhD in [field/s] with expertise in [area/s] at least X years of postdoctoral research experience by start date of employment.” For best results, share final draft with OIS.

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.