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

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)
- ACAF 1.06 (Academic Titles for Faculty...)
- 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 (e.g., Research Assistant Professor).

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, 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 offer letter draft 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 US DOS Exchange Visitor Program will be referred to International Student and Scholar Support for J-1 visa sponsorship.
- HR-OIS will assign onboarding tasks at the appropriate time.

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