UNIVERSITY OF South Carolina

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