

Training Guide – How to Hire: Research Job Family

Understand how to hire Research Job family positions for your department

Position Classifications

- Research Employee – Staff
 - Postdoctoral Associates and Fellows
 - Research Fellow
 - Research Scientist / Research Engineer / Academic Researcher
 - Visiting Fellow / Researcher

Things to Keep in Mind

- Research Job Family positions are contingent on availability of funding.
- All staff positions require Provost Approval.
- Dean’s Office will make final determination based on the candidates qualifications; CV/Resume must be submitted with the Hire Form in order to make this assessment

Process

- Step 1 - Position Request form
 - Must be submitted 90 days prior to when you plan to fill the position.
 - This form is found on the Admin Toolkit under the “Payroll” tab.
 - Position request forms will be returned within a week either approved or denied.
 - If you have an individual in mind for this position already please communicate that when you submit this form.
 - Please also indicate if this position has already received Provost Approval, either as part of an Institute Charter or as part of that year’s Budget request, etc. – failure to do so can significantly delay the hiring process.
- Step 2 – Interviewing Candidates
 - After the position has Dean’s Office approval you may begin posting the position and interviewing candidates.
- Step 3 – New Hire Form: Domestic Hires
 - After a decision has been made you should inform the candidate that they have been selected and that a formal offer letter will be issued.
 - After the candidate has been informed of your intent to hire them you will need to submit either a Research Job Family New Hire Form or Temporary Employee New Hire Form, both found on the Admin toolkit along with a copy of the candidate’s CV/Resume.
 - The relevant form must be submitted a minimum of 2 weeks prior the employee’s start date.
 - Once that form is approved and returned to you, an offer letter will be generated and sent to the candidate. The candidate will then be hired into the system upon their acceptance and return of the signed offer letter.
 - If the candidate is not comfortable providing their Social Security Number and Date of Birth before they have received their formal offer letter those fields can be left blank, however a

completed Hire Form with these fields filled out must be resubmitted before the employee can be hired into the system as they are required for Payroll.

International Hire Considerations

- ❑ If your hire is not a US Citizen or permanent resident Step 3 of the process will be different due to the additional steps that come with hiring an international scholar. Most importantly, more time is needed in order to coordinate with ISSO; last minute submissions can almost never be processed by the desired hire date.
- ❑ Step 3 – New Hire Form: International Hires
 - After a decision has been made you should inform the candidate that they have been selected and that a formal offer letter will be issued.
 - After the candidate has been informed of your intent to hire them you will need to submit either a Research Job Family New Hire Form or Temporary Employee New Hire Form, both found on the Admin toolkit along with a copy of the candidate's CV/Resume.
 - If the candidate is not comfortable providing their Social Security Number and Date of Birth before they have received their formal offer letter those fields can be left blank (both of these are required for Payroll and will need to be provided after the offer letter is received).
 - Once that form has received Dean's Office approval you will be contacted for additional information needed to complete the Visa request pack to submit to ISSO. While this is taking place, an offer will be generated and sent to the candidate. The candidate must sign and return the offer letter for in order for the completed paperwork to be submitted to ISSO.
 - Once we receive confirmation from ISSO that the application has been submitted on their end the candidate can be hired into the system. Within the two-week window prior to their predicted start date the candidate should begin receiving instructions to complete their I-9 employment verification with ISSO and will need to complete the rest of their onboarding requirements with HR. The candidate's finalized start date will depend on the status of their visa/work authorization.