



Division of Human Resources  
Office for International Scholars

## QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL **OTHER RESEARCH STAFF**

### I. Plan Budget

- Request benchmark salary data from OIS applicable to research discipline and 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)
- [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 and summarize minimum requirements:
  - Research Specialist: “Position requires Bachelor’s degree in [field/s] with expertise in [area/s] by start date of employment.”
  - Research Associate: “Position requires Master’s degree in [field/s] with expertise in [area/s] by start date of employment.”
- For best results, share final draft with OIS *before* submission to HR Class/Comp.

### 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.