



## Research Grant Position (RGP) Staff - Hiring Diagram

### Position Request

Email the [Non-FTE Request](#) to your assigned [CAS HR Manager](#) for review and approval. Once college review is complete, you will receive an email back with the approved request.

### Position Description

Once you receive approval, create/modify a position description in People Admin and transition it to College/Division HR for review and approval. Be sure to attach the approved request to the PD as a supporting document. The College will approve within 5 business days and send to Class/Comp for final approval. You will receive an email from People Admin once the PD is approved.

### Posting

Once the PD is approved, create a posting in PeopleAdmin based on the PD and send to College/Division HR for review and approval. The College will approve within 5 business days and send to HR Recruitment for posting on the USCJobs website.

**Please note: Research Grant staff positions are required to be posted for a minimum of 5 business days. The only exception is RGP Post Doctoral Fellows which can be processed as a "special hire," (posting link can be sent directly to the candidate). Work with your CAS HR Manager to do so.**

### Interviews

All applicants are reviewed by the search committee. The committee may require the assistance of the unit HR representative to confirm the applicants meet the minimum qualifications.

Once confirmed, the search committee conducts interviews with candidates.

**Please note: Post-Docs can forgo interviews if processed as a "special hire."**

### Reference Checks

Conduct 3 reference checks on your finalist using the University's [Reference Check form](#).

### Hiring Proposal

Submit a hiring proposal to College/Division HR for review and approval. **Required attachments include:** [Attestation of Hiring Process](#), *Pay Evaluator* (access via HCM Tile), and *reference checks*. Once we gain *Approval to Make an Offer*, send the offer letter (PeopleAdmin template) and PD to your finalist. Email the letter and PD to your CAS HR Manager to be attached to the HP, and transitioned to *Offer Accepted/Create Onboarding*. You will assign the appropriate Onboarding tasks if needed.

**Please note: OB tasks are not assigned for rehires less than a year & international hires.**