



Division of Human Resources  
Office of International Services

## QUICK GUIDE TO RECRUITING RESEARCHERS FROM A GLOBAL TALENT POOL POSTDOCTORAL FELLOWS

### 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 samples available in [HR Toolbox](#) >> + Hiring >> + Research Grant/Time Limited section, noting the process/timeline available [here](#).
- 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** for a search *or* a **special posting** for an identified candidate.
- Employers may not consider a candidate's [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, regardless of whether they indicate a need for sponsorship, avoid discussion of national origin/visa status;** instead, refer finalists to [OIS@sc.edu](mailto: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 J-1 visa sponsorship.
- HR-OIS will initiate the [onboarding](#) process at the appropriate time.

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