**Biological Sciences** 3/19/21

**Researchers Hiring Lab Staff on soft funds/startup**

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| **Position** | **Can Request Waived Search**  | **Professional or Salaried Staff** | **Required Education & Experience** | **Weekly hours** | **Fringe Benefits Rate FY21** |
| Post-Doctoral Researcher | Yes | Professional -Exempt | Doctorate; no experience required | 37.5 Exempt (no overtime) | 38.8% grants / 41.8% Internal Rate (start-up) |
| Limited Term Researcher | Yes | Salaried Staff – Non-Exempt | Masters, but can request bachelor | 37.5 Non-Exempt (must pay overtime) | 38.8% grants / 41.8% Internal Rate (start-up) |
| Research Associate I | No | Salaried Staff – Non-Exempt | Bachelor’s plus one year experience or combination of both to equal 5 years total | 37.5 Non-Exempt (must pay overtime) | 38.8% grants / 41.8% Internal Rate (start-up) |
| Research Associate II | No | Professional -Exempt | Bachelor’s plus two years experience or combination of both to equal 6 years total | 37.5 Exempt (no overtime) | 38.8% grants / 41.8% Internal Rate (start-up) |
| Miscellaneous Wage | N/A – do not have to do a search | N/A - hourly | None | Cannot work more than 29 hours per week | 6.7% grants / 8% internal (start-up) |

**Hiring Process**

1. Business Administrator requests approval to do search for all positions during COVID (approx. one week for response)

 ( *Normally just need to request for RAI and RAII*)

1. Work with Business Administrator to develop position description
2. Business Administrator submits new position web form (approx. one week to two weeks for approval)

 Info Needed: Salary, Funding Source, Start Date, Position Description

1. Business Administrator submits Search in Talent Link (approx. one week to be posted)

 Info Needed: Search Committee (don’t need if it is a waived search)

1. Search Committee reviews applications – let’s Business Administrator know who they would like to speak with/interview
2. Business Administrator submits interviewees in Talent Link for approval, no contact can be made before approval is received.
3. Interview candidates – save official interview questions and answers for each candidate (need to keep on file)
4. Search Committee selects candidate and does three reference checks (keep reference checks on file)
5. Business Administrator drafts offer letter and submits committee’s selection in Talent Link for approval