**FLOWCHART**

PI determines a vacancy needs to be filled

In consultation with the Personnel Analyst, PI determines appropriate job title.

PAID POSITIONS

PI consults Finance Analyst to finalize funding.

SEARCH

**ACADEMIC TITLES**

**STAFF TITLES**

\*PI writes job description for HR approval

WOS

Analyst processes search exemption

POOL AD Candidates apply to appropriate pool ad in AP Recruit

SPECIALIZED

\*PI writes ad for OEOD approval. Ad posted on AP Recruit for 30+ days.

WHEN SEARCH NEEDED

CASUAL

Job posted on Handshake

LIMITED/CAREER

Job posted on HR website for 10+ days

*\*in consultation with Personnel Analyst*

Personnel Analyst works with the PI and scholar to assemble the appointment file (and visa application, if applicable). Analyst notifies scholar and PI when approved.

PI reviews applications in Handshake, conducts interviews and reference checks.

PI reviews applications in Hiring Manager, conducts interviews and reference checks.

Personnel Analyst works with HR on formal offer (and background check, if applicable).

Personnel Analyst will arrange for new hire paperwork to be processed with HR. Employee must complete this process before s/he begins work.

PI reviews applications in AP Review, conducts interviews and reference checks, and makes informal offer to final candidate.

**STEP 1: IN CONSULATION WITH THE PERSONNEL ANALYST, PI DETERMINES APPROPRIATE JOB TITLE**

* Job duties and required skills determine appropriate title.
* Title determines employment type (academic, staff) and pay scale.
* Education level and experience of the final candidate determine step in salary scale.

Below is a table with links to detailed information about of the most commonly used lab titles. Information about other staff titles (Staff Research Associate, Development Engineer, Clinical Lab Tech, etc.) can be found using the [Job Title and Pay Information for Staff](https://datawarehouse.uci.edu/HRTitlePay/main.jsp) tool.

**COMMON LAB EMPLOYEE TITLES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TITLE** | **STAFF** | **ACADEMIC** | **SALARY SCALE** | **NOTES** |
| **[Lab Assistant/](http://www.hr.uci.edu/uc-ser/i/20/aa6-31.html)****[Lab Helper](http://www.hr.uci.edu/uc-ser/i/20/aa6-31.html)** | X |  | [1](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.NewTitleSearch?displayType=detail&title_code=9605), [2](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.NewTitleSearch?displayType=detail&title_code=9603), [3](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.NewTitleSearch?displayType=detail&title_code=9602), [4](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.NewTitleSearch?displayType=detail&title_code=9601),[Lab Helper](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.NewTitleSearch?displayType=detail&title_code=9606) | Lab Asst. 1 and Lab Helper must be supervised at all times. |
| [**Postdoctoral Scholar**](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-390.pdf) |  | X | [Postdoc scale](http://ap.uci.edu/wp-content/uploads/postdoc.pdf) | [Postdoc vs. Specialist](http://ap.uci.edu/specialists/specialist-vs-postdoc/) |
| [**Project Scientist series**](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-311.pdf) |  | X | [Project Scientist scale](http://ap.uci.edu/wp-content/uploads/projSci.pdf) | Project Scientists have a broader range of knowledge and competency and a higher level of independence than appointees in the Specialist series. PhD is required. |
| [**Specialist series**](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-330.pdf) |  | X | [Specialist scale](http://ap.uci.edu/wp-content/uploads/spec.pdf) | [Postdoc vs. Specialist](http://ap.uci.edu/specialists/specialist-vs-postdoc/)[Specialist vs. SRA](http://ap.uci.edu/specialists/specialist-vs-sra/)1. Justification required for recent PhD grad not hired as a Postdoc.
2. Justification required for undergrad hired into this series.
 |
| [**Student Assistant**](http://apps.adcom.uci.edu/cms/public/HumanResources/Compensation/StudentEmploymentGuidelines.html) | X |  | [Student Asst. scale](https://datawarehouse.uci.edu/HRTitlePay/servlet/edu.uci.adcom.hrtitlepay.STitleRange?range_type=student) | 1. Must be supervised at all times.
2. Must be currently registered (or expected to register the following quarter) in 6+ units.
3. Work is secondary to academic & student life.
4. May be supported by work study award
 |
| [**Visiting X**](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-230.pdf) |  | X | [Proj. Scientist](http://ap.uci.edu/wp-content/uploads/projSci.pdf)[Researcher](http://ap.uci.edu/wp-content/uploads/research.pdf) | The non-employment [Visiting Scholar/Grad/Ugrad](Volunteers%20and%20Visitors.docx) series may be an option. |

**APPOINTMENT DATES & PERCENT TIME**

|  |  |
| --- | --- |
| **STAFF**  | CAREER: Fixed or variable percent of time at 50% or more, which is expected to continue for one year or longer. A career employee does NOT have an appointment end date. |
| LIMITED: Any percent of time, fixed or variable, during which an employee is expected to be on pay status for less than 1,000 hours in a 12-month period. An employee holding a limited appointment is automatically terminated as of the last day of the appointment unless there is an earlier separation or formal extension of the appointment. A limited appointment changes to career if the employee reaches 1,000 hours within 12 months. |
| CASUAL/STUDENT ASSISTANT: Not to exceed 49% time while classes are in session. Appointment must end on or before June 30 each year but may be renewed annually. If appointment is contingent upon work study award, then appointment should end when the award expires, typically in mid-June, and it may be renewed in September if a new award becomes active.  |
| **ACADEMIC**  | NON-POSTDOCS: Term appointment of any length at any fixed percent time. Appointment must end on or before June 30 each year, but may be renewed annually on July 1. |
| POSTDOC: Initial appointment must be a minimum of one year unless visa restrictions apply. Must be employed 100% time. |

**TERM DATES & PERCENT TIME DETERMINE** [**BENEFIT ELIGIBILITY**](https://portal.uci.edu/uPortal/f/welcome/p/webproxy-cms-file-view.u20l1n201/max/render.uP?pP_cmsUri=public%2FHumanResources%2FBenefits%2FchecklistDetermBenefitEligibilityLevel.xml)

**JOB POSTING/SEARCH**

|  |  |
| --- | --- |
| **Search Required**  | ALL **academic** titles* A search exemption is processed for without salary appointments.
* Pharm Sci maintains pools ads for Postdoc, Project Scientist, and Specialist searches.
* Specialized searches must be posted for a minimum of 30 days.
 |
| ALL **career** staff  |
| **Search Optional**  | **Limited** and **casual** (Student Assistant) staff |

**REVIEW OF APPLICANTS**

The Personnel Analyst will provide instructions, as needed, for how to review and rate applicants in the various online systems (AP Review, Handshake, and Hiring Manager).

**RESOURCES FOR SCREENING AND INTERVIEWING APPLICANTS**

[Screen & Interview Prospective Staff](https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf1/max/render.uP?pP_cmsUri=public%2FHumanResources%2FEmployment%2FhowToScreenInterviewHireStaff.xml)

[Questions to Avoid During an Interview](https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf1/max/render.uP?pP_cmsUri=public%2FHumanResources%2FEmployment%2FinfoPageQuestionsToAvoid.xml)

[Guide to Reference Checking](https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf1/max/render.uP?pP_cmsUri=public%2FHumanResources%2FEmployment%2FhowToConductReferenceChecks.xml)

**ONCE THE FINAL CANDIDATE IS IDENTIFIED, HOW SOON CAN THEY START?**

Appointment and visa files must be approved for academic employees; formal offers coordinated with HR for staff; and new hire paperwork completed by all new employees before they can start work.

|  |  |
| --- | --- |
| **US Citizen, Permanent Resident, EAD card, F1-OPT** | 2-4 weeks for staff4-6 weeks or academics  |
| **J1 visa**  | 3 months |
| **H-1B visa** | 9 months, but if PI willing to pay for premium processing then the scholar MAY be able to start within 3-4 months. |

**TENTATIVE OFFER**

Once your final candidate has been identified, the PI may extend a tentative offer. The tentative offer can be verbal or in writing (e-mail or letter) and should include the following, applicable statement(s):

“Your appointment is contingent upon . . .”

* ALL: establishing the individual's right to work according to the immigration laws
* ACADEMIC APPOINTEES: the successful processing of an academic appointment file
* CAREER & LIMITED STAFF: the successful completion of a background check.

Please copy the Personnel Analyst on any tentative offers.

**PREPARING APPOINTMENT AND VISA FILES FOR ACADEMIC EMPLOYEES**

The Personnel Analyst will coordinate this process, but to get the ball rolling, please provide the following details:

BEFORE SEARCH:

* Proposed title, percent time, and start/term dates
* Funding Source

AFTER SEARCH:

* Scholar’s name & e-mail
* Proposed rank & step (based on education, experience, and skills of final candidate)
* Confirm Percent Time and start/term dates
* Copy of tentative offer letter/e-mail, if applicable

POSTDOCS

* Brief (1 sentence) description of the candidate’s research project

FOREIGN SCHOLARS REQUIRING J1 or H-1B:

* [English Language Proficiency Certification Form](https://ic.uci.edu/forms/English%20Language%20Proficiency.pdf)
* Brief (1 sentence) description of the candidate’s research project

**PHARM SCI & LAB ORIENTATIONS**

After the employee’s appointment has been entered into the UCI payroll system, the Personnel Analyst will reach out to the new employee to schedule a department orientation. This orientation should occur within the first week of employment.

The PI/supervisor will need to provide a lab orientation:

* Clearly define work schedule and performance expectations
* Ensure employees receive lab specific training as specified by EH&S
* On employee’s first day, show them:
	+ How to use the office/lab equipment
	+ How to order supplies
	+ How to request time off
	+ Where to assemble in the event of an emergency

Refer to Pharm Sci’s [Personnel Guidelines for Lab Employees & Supervisors](Personnel%20Guidelines%20for%20Supervisors.doc) for an overview of personnel policies.