PI DETERMINES A VACANCY IS TO BE FILLED & CONFIRMS APPOINTMENT DETAILS WITH PERSONNEL ANALYST

- Proposed title
  - Job duties and skills determine appropriate title
  - Title determines employment type (academic, staff) and pay scale
  - Education level and experience of the final candidate determines step in salary scale
  - PI can work with Personnel Analyst to determine appropriate title

- Job description – STAFF TITLES ONLY
  - Personnel Analyst can assist with this

- Percent time and term dates (which will determine benefits eligibility)

- Funding Source
  - Work with Finance Analyst

- Is a search needed?

COMMON LAB EMPLOYEE TITLES

<table>
<thead>
<tr>
<th>TITLE</th>
<th>STAFF</th>
<th>ACADEMIC</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assistant/ Lab Helper</td>
<td>X</td>
<td></td>
<td>Lab Asst. 1 and Lab Helper must be supervised at all times</td>
</tr>
<tr>
<td>Postdoctoral Scholar</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
| Project Scientist series         |       | X        | 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                |       | X        |                                                                       
  - Justification required for recent PhD grad not hired as a Postdoc  
  - Minimum BA/BS required. |
| Student Assistant                | X     |          |                                                                       
  - Must be supervised at all times  
  - Must be currently registered (or expect to register next quarter) in 6+ units  
  - Work is secondary to academic & student life  
  - May be supported by work study award |
| Visiting Researcher/ Specialist/ Project Scientist | X     |          |                                                                       
  - For person’s on leave from another institution.  
  - The non-employment Visiting Grad/Ugrad series should be used for students |
### INITIAL APPOINTMENT DATES & PERCENT TIME

<table>
<thead>
<tr>
<th>STAFF</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>CASUAL/STUDENT ASSISTANT: Not to exceed 49% time while classes are in session. If appointment is contingent upon work study award, then appointment should end when the award expires.</td>
</tr>
<tr>
<td>ACADEMIC</td>
<td>WITHOUT SALARY (WOS): Term appointment up to one year</td>
</tr>
<tr>
<td>SPECIALIST &amp; PROJECT SCIENTIST: Part time or full time with minimum one year appointment. Appointments of less than one-year are possible with justification.</td>
<td></td>
</tr>
<tr>
<td>POSTDOC: 100% time for one year unless visa restrictions apply.</td>
<td></td>
</tr>
</tbody>
</table>

### SEARCH

<table>
<thead>
<tr>
<th>Search Required</th>
<th>ALL academic titles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• A search exemption is processed for without salary appointments.</td>
</tr>
<tr>
<td></td>
<td>• Pharm Sci maintains pools ads for Postdoc, Project Scientist, and Specialist searches.</td>
</tr>
<tr>
<td></td>
<td>• Specialized searches must be posted for a minimum of 30 days.</td>
</tr>
<tr>
<td>ALL career staff</td>
<td></td>
</tr>
</tbody>
</table>

| 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 applications systems (AP Recruit, Handshake, and UCPath).

- [Screen & Interview Prospective Staff](#)
- [Questions to Avoid During an Interview](#)
- [Guide to Reference Checking](#)
FINAL CANDIDATE IDENTIFIED

START DATE
Allow adequate time for the processing of offer letter, appointment and visa files, and new hire paperwork.

| US Citizen, Permanent Resident, EAD card | 2-4 weeks for staff  
|                                         | 4-6 weeks for 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 sooner. |

TENTATIVE OFFER
The tentative offer can be verbal or in writing and should include the following statement:

ACADEMIC APPOINTEES:
“Your appointment is contingent upon establishing your right to work according to the immigration laws and the successful processing of an academic appointment file.”

CAREER & LIMITED STAFF:
“Your appointment is contingent upon establishing your right to work according to the immigration laws and the successful completion of a background check.”

CASUAL STAFF:
“Your appointment is contingent upon establishing your right to work according to the immigration laws.”

Please copy the Personnel Analyst on any written, tentative offers.

SEARCH REPORTS, VISA, AND APPOINTMENT FILES FOR ACADEMIC EMPLOYEES
The Personnel Analyst will coordinate these processes, but to get the ball rolling, please provide the following details once the final candidate has been identified:

- Scholar’s name & e-mail
- Proposed rank & step (based on education, experience, and skills of final candidate)
- start/term dates
- PAID POSITIONS ONLY: 1-5 word description of their research project (i.e. cancer research).

PHARM SCI & LAB ORIENTATIONS
After the employee’s appointment has been entered into the UCI payroll system, the Personnel Analyst will reach out to him/her to schedule a department orientation. This orientation should occur within
the first week of employment. This orientation will cover several topics including time reporting, paychecks, training, and benefits enrollment.

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 and location of emergency and first-aid supplies

Refer to the School’s Personnel Guidelines for Lab Employees & Supervisors for an overview of personnel policies.