

Guidelines on Hiring Employees Funded by Grants

If there are new grant-funded positions needed for the project and those positions have been budgeted in the proposal or revised budget, the principal investigator/project director must adhere to the following procedures to hire new grant-funded employees.

1. Principal investigator/project director writes job description.
2. Principal investigator/project director submits job description to the Human Resources Department for review and approval.
3. Human Resources Department posts job.
4. Principal investigator/project director reviews applications, interview finalists, and identifies top candidates.
5. The finalist interviews with department chair, and then dean.
6. Principal investigator/project director notifies the Human Resources Department of the top candidate; the Human Resources Department initiates a background check.
7. If applicant is fully approved through the Human Resources Department and senior academic administrators, a job offer can be made.
8. New employees are encouraged to attend orientation (0.5 day if position has no benefits and 1 day if it includes benefits).

It takes time to post the position and go through the hiring process. Act as soon as possible to initiate the hiring process.