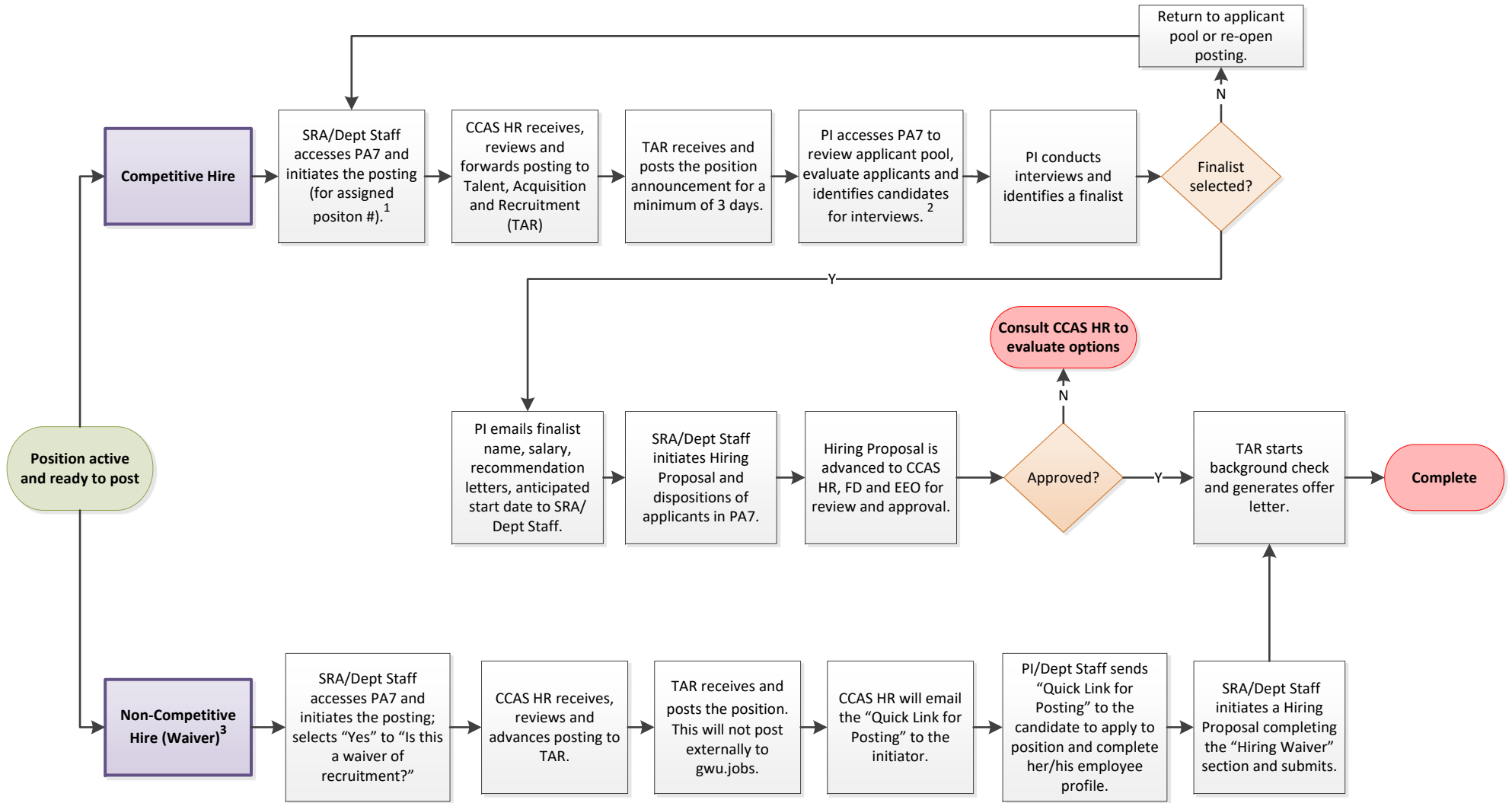


# Selecting and Hiring Research Staff

## POST POSITION and HIRE FINALIST



### Notes:

1. See PeopleAdmin Navigation Reference Guide for system details.
2. Department/SRA or PI must send a list of the candidates selected for interviews to CCAS HR for approval before scheduling interviews.
3. Waivers are only considered for individuals named in a grant or for positions classified as Post-Doc or higher. Prior to the SRA/Dept Staff initiating a posting, the PI should work with CCAS HR to complete a **Waiver of Recruitment Form**. The information provided on the form will help answer questions that are asked in PA7. For non-competitive hires, if you know the candidate requires a Visa, begin working on that at the same time as you work on the posting. Remember Visas can take months to process so consider that when identifying a start date. If date needs adjustment email, CCAS HR.

PeopleAdmin  
Research Search  
Navigation Guide