Selecting and Hiring Research Staff

POST POSITION and HIRE FINALIST

Competitive Hire

SRA/Dept Staff accesses PA7 and initiates the posting (for assigned position #).  
CCAS HR receives, reviews and forwards posting to Talent, Acquisition and Recruitment (TAR) 
TAR receives and posts the position announcement for a minimum of 3 days. 
PI accesses PA7 to review applicant pool, evaluate applicants and identifies candidates for interviews. 
PI conducts interviews and identifies a finalist 
Finalist selected?

Position active and ready to post

Non-Competitive Hire (Waiver)

SRA/Dept Staff accesses PA7 and initiates the posting; selects “Yes” to “Is this a waiver of recruitment?”
CCAS HR receives, reviews and advances posting to TAR.
TAR receives and posts the position. This will not post externally to gwu.jobs.
CCAS HR will email the “Quick Link for Posting” to the candidate to apply to position and complete her/his employee profile.
PI/Dept Staff sends “Quick Link for Posting” to the candidate to apply to position and complete her/his employee profile. 
SRA/Dept Staff initiates a Hiring Proposal completing the “Hiring Waiver” section and submits.

Notes:
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.