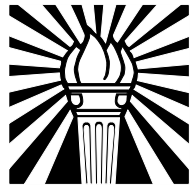


# NU



# RESEARCH NOTICE

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## Improved Personnel Hiring Procedures Under Grants and Contracts

In recent months we have re-examined the procedures used for hiring people to be employed on projects supported by externally-funded grants and contracts. Although Federal regulations and standard business practices requires NU to follow certain procedures, nevertheless we have been able to reduce the paperwork to a minimum and to streamline parts of the process in the hope of developing a more user-friendly process.

We are also mindful of the importance of timeliness in making these appointments so that grant and contract work can be started as soon as practicable. The procedures have been improved so that appointments can be made as speedily as possible.

The **Pre-Award Financial Commitment** process, in certain cases, may provide a window of opportunity for early hiring of personnel prior to the official start date of a funded project. This process can be initiated by completing a "Preaward Financial Commitment Form" available from the Division of Sponsored Project Administration (DSPA), 405 Lake, ext. 5600.

With the adoption of these improvements, it may be useful to review the steps involved in hiring personnel under research grants and contracts.

The process outlined below applies to full-time and certain part time positions. Many of the forms involved in the process are available for downloading from [www.hrm.neu.edu](http://www.hrm.neu.edu) and copies may also be available from the offices of the department chair, dean, from the Division of Sponsored Project Administration (DSPA), 405 Lake, ext. 5600, or from the office of Human Resources Management (HRM), 250 Columbus Place, ext., 2230.

### STEP 1. POSTING THE POSITION

**Initiate the Process.** The principal investigator must initiate the process by completing a "*Position Requisition Form*." Assistance is available from the dean's office in answering some of the items. When completed, the form will need the signatures of the chair, dean and DSPA, prior to forwarding to HRM.

Note that if the potential hire is to come from abroad, the PI should consult with the Vice Provost for Faculty & Budget (ext., 4160) and should be aware that it may take time to get immigration material approved by appropriate authorities. If the position is graded 15 or above, the PI must consult with Northeastern Office of Affirmative Action and Diversity, ext., 2133.

**Replacement.** If you are simply filling a replacement position, HRM should already have the requisite information and documentation on file so that the PI will not need to submit a "*Job Scope Description*" (Professional) or a "*Position Content Document*" (Office and Technical) for the position.

If it is a **new position**, or **revised position**, the "*Position Requisition Form*" must be accompanied by a "*Position Content Document (PCD)*" or "*Job Scope Description*" form (available from HRM).

Note, however, that HRM provides a **streamlined process** for defining and filling any of the following positions :

- ★ Post Doctoral Research Associate
- ★ Associate Research Scientist/Engineer
- ★ Principal Research Scientist/Engineer
- ★ Senior Research Scientist/Engineer

For these positions, HRM has developed sets of pre-defined PCDs which greatly reduce the amount of information that PIs are required to provide. PIs will only need to identify any **special requirements** for that specific position. For information on the streamlined process and related PCDs, the “*Guide to Completing Streamlined Position Description*” is available at:

[www.hrm.neu.edu/forms/guide/html](http://www.hrm.neu.edu/forms/guide/html)

Job descriptions for **new positions** or **changes in the duties** of existing positions, will be evaluated by HRM staff, who will also determine the grade to be assigned to the position.

HRM will also inform the PI whether the position is to be placed on a Semi-Monthly or Weekly full time track.

HRM will then post announcement of the vacancy on campus bulletin boards and on the NU web. If the PI wants the job advertised in one or more newspapers or journals, the PI will have to find the funds from the appropriate account. Note that positions must be posted for at least 10 days before they can be filled.

## STEP 2. INTERVIEWING & APPOINTING

### A. Semi-Monthly Positions.

**Interviewing Candidates.** After the internal 10-day posting period has expired, external applicants may be considered. Positions must be posted for 30 days before a job offer can be extended. It is the PIs’ responsibility to evaluate candidates’ qualifications and references, and to conduct interviews of candidates.

**The hiring package.** When the PI has selected the candidate for appointment, the PI must assemble a **hiring package**, consisting of the following documents:

★ **Employment Application** form (completed by selectee);

- ★ **Personal Information Form** (completed by selectee);
- ★ **New Hire Form** (completed by PI);
- ★ **Appointment Activity Record** (for Affirmative Action to be completed by PI);
- ★ **Form I-9** (INS Employment Eligibility Verification, to be completed by selectee and certified by department designee); and a
- ★ **Standard letter of offer** (to be obtained from dean’s office, and to be signed by the Provost. PIs must not modify the contents of the letter; if any special conditions must be included, the PI should first discuss this with his or her college personnel officer).

The hiring package must be taken to the chair, dean, DSPA and Affirmative Action Office—and in certain cases to the Budget Office—and to the Provost for **signatures**, and finally submitted to HRM for processing. PIs should have this paperwork in the hands of HRM three weeks prior to the first payroll period.

### B. Weekly Positions.

PI’s are responsible for performing the requirements of Step 1, above.

For positions designated by HRM on a **weekly** full-time track, HRM will screen candidates’ qualifications.

HRM will forward the list of eligible candidates to the PI who will conduct interviews. After the candidate has been selected, the PI will inform HRM, and HRM will handle the requisite paperwork, reference checks, and make the offer of employment.

Your dean’s office, DSPA and HRM staff will be glad to assist you with any part of this process to ensure that you can get your grant/contract activity on track as smoothly and promptly as possible.

The HRM Processing Guide is also available online at [www.neu.edu/hrm](http://www.neu.edu/hrm).