Boston Medical Center Research Personnel Hiring Process

- PI identifies need to hire a research/administrative position within their department. This maybe a new addition to staff, replacement staff, temporary or per diem employee. Administrator will assess the financial impact of the proposed hire and provide feedback to the PI.

- Administrator meets with PI to discuss the job description and salary requirements (modifying as needed), as well as the impact on the laboratory operating budget and next steps including timeline.

- Job description is sent to the Compensation Department in Human Resources for review (as needed) in the BMC job description template. The review is based on job content, business scope, entrance requirements identified within the job description. At the completion of each job review, a job code and salary range will be assigned. In addition, the evaluation will also include the FSLA (Fair Standard Labor Act) Status (determine whether a position is exempt-salaried or non-exempt-hourly) as well as the Union Status. These job evaluations take about two-three weeks depending on the number of evaluations in the queue.

- Once the job has been finalized, the Administrator will open the position in Taleo. If the position is 100% grant funded, the assigned Grant Accountant must sign off on the position in Taleo as part of the approval process. The Grant Accountant approves and Human Resources will approve and post within 48 hours of the final approver.

- It is recommended that the Administrator contact the assigned recruiter to review position needs. The position will be posted on the BMC website (internally and externally) as well as relevant external sites (for example: LinkedIn.com, Idealist.org, Monster.com, etc.). The position will be posted for 7 business days.

- Administrator will log into Taleo and review all applications that are attached to the position for the PI's review. It should be noted that the recruiter screens all applications so that only those candidate's that meet the minimum qualifications of the position. Administrator will schedule interviews with the PI and others as needed. The HR Recruiter should also be part of the interviewing process to provide feedback during the assessment and selection process.

- Once a candidate is identified, the Administrator will work with the recruiter to initiate the candidate's hire including: salary recommendation, completion of reference checks (minimum of two), and CORI/Background screening and other pre-employment requirements. The Administrator must also complete and return the Applicant Status Form to the recruiter prior to an offer being extended to the candidate Please note, all new hires start dates are pushed out 3 weeks from the acceptance of the offer to ensure the successful completion of CORI/Background check prior to the first date of employment.

1. The new hire's offer letter will include the scheduled date of the mandatory new hire hospital orientation for new employees. Other responsibilities are as follows:

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Administrator	**PI**	**Mentor**
Obtain employee number from recruiter and provide new hire instructions about how to obtain his/her ID card	Identified assigned lab mentor	Review and complete the worksite orientation form (see attached) with the employee in collaboration with the administrator within 5 business days.
Request appropriate ID access once the ID number is obtained	Advises administrator of additional trainings that will be needed (i.e., LASC, IRB, radiation, etc.).	
Provides specific instructions about how to sign-up for additional training(s)		
Meet with new hire to review BMC policies and procedures and also to provide specific instructions related to the weekly timesheet, process to request time off, how to access employee portal, etc.		
Initiate 90-day review and forward to the PI (see attached)	Complete 90-day review in collaboration with assigned mentor	
	Meet with employee to review/discuss 90-day review	
	Return completed/signed review to the Administrator.	
Initiate annual review and forward to the PI (see attached)	Complete annual review in collaboration with assigned mentor	
	Meet with employee to review/discuss 90-day review	
	Return completed/signed review to the Administrator.	

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Request for Out-of-Cycle Salary Increase or Promotion (Non-Union Staff)

1. PI identifies employee for promotion for initial discussion Administrator

2. Administrator works with PI to complete the following documents (see attached):

    - Request Form
    - Individual's Current Resume
    - Organizational Chart (unit or lab)
    - Current Job Description
    - New Job Description

3. Administrator submits completed packet (including required signatures) to Director of Compensation

4. Compensation will provide feedback to Administrator as soon as possible regarding outcome.

5. If promotion is approved, administrator will open position in Taleo (refer to steps 6-7 above). Position comment should indicate that the position be posted internally only as there is a strong internal candidate being considered.

6. Once the position has been posted, the administrator will notify the employee that he/she will need to apply for the position online (within 7 business days).

7. All qualified internal candidates will be provide an opportunity to interview for the position and if the original strong internal applicant is still deemed the most qualified candidate for the position then HR will process necessary paperwork in order to finalize employee's promotion.