CONVERSION OF RECENT GRADUATE TO GRANT-FUNDED POSITION
INSTRUCTIONS FOR HIRING MANAGERS

Pursuant to University Procedure 33.99.01.C1.01, follow the instructions below to fill a grant-funded, benefits-eligible staff position based upon the graduation of a student working on a specific grant.

SUBMISSION OF POSITION DESCRIPTION

1. Log in to Islander Jobs.

2. Create New Position Description and fill in appropriate fields. (See Creating Grant-Funded Instructions).

   IMPORTANT: In the Justification field, enter the following information:

   This position is created for [insert employee name], who upon graduation, is no longer eligible for current employment as a graduate student worker. Employment for this individual with the university is supported by a specific grant. This employee is uniquely qualified for this position. Continued employment is crucial to meeting grant requirements.

   *This information will prompt and support the expeditious process.

3. Route to HR, or to 2nd Level Supervisor, if applicable.

   ➢ Hiring waivers are only required for non-grant funded positions.

JOB POSTING

➢ Once position is approved, Human Resources will contact the recent graduate and act as a guide through the application process.

➢ Human Resources will contact the hiring manager once the application is complete.

HIRING PROPOSAL

1. Complete the Hiring Proposal

   IMPORTANT: In the Justification field, enter the following information:

   This position is created for [insert employee name], who upon graduation, is no longer eligible for current employment as a graduate student worker. Employment for this individual with the university is supported by a specific grant. This employee is uniquely qualified for this position. Continued employment is crucial to meeting grant requirements.

   *This information will prompt and support the expeditious process.

2. The student’s supervisor will provide a reference.

3. Route to Human Resources.

APPROVALS

➢ HR will inform the Hiring Manager when final approvals are obtained.