Faculty of Agricultural & Environmental Sciences, McGill University – Macdonald Campus 21,111 Lakeshore Road, Ste. Anne de Bellevue, QC H9X 3V9

New Hire Information Form

POSITION INFORMATION	
Supervisor:	
Department/Unit:	
Job Title:	☐ Research Associate (PhD required) ☐ Research Assistant (Master's required) *Research Associate and Research Assistant positions must be advertised on internal and external sites* ☐ Undergraduate Research Assistant (must be registered as a Undergrad student at McGill) ☐ Graduate Research Assistant (Must be registered as Grad student at McGill) ☐ Non-Academic Casuals (AMUSE) _____ (Select appropriate title from Generic job descriptions) ☐ Academic Casuals _____ (Select appropriate job title from Academic Casuals) *(Not applicable to non-student Research Assistants)* ☐ Other _____
Duties and responsibilities: **Qualifications:**	
Stipend: Is this for work that a student is undertaking as part of their own research project?	☐ No ☐ Yes: *If the payment is in support of a student's education, it may be more appropriately paid as a Stipend. Complete the Student Stipend Payment Authorization Form and send to the Macdonald Office of Graduate and Postdoctoral Studies or for Undergraduate students, send to your Administrative Assistant/Officer.*
Work Study Eligible Positon:	☐ No ☐ Yes: *Ensure that you have requested WS hours via the WS Subsidy Management System*
Position Start Date:	*(Allow minimum of 2 weeks from date of this request)*
Position End Date:	
Number of Hours per week:	
Work schedule:	Mon _____ Tues _____ Wed_____ Thurs_____ Fri_____ Sat_____ Sun_____
Hourly wage:	Consult Budget Information for Researchers or AMUSE Minimum Rates of Pay to select the appropriate hourly wage (ensure that you have budgeted for the % employer benefits in addition to salary): $ _____
FOAPAL:	
FFM Signature:	_____ **Date:** _____
CANDIDATE INFORMATION (Please attach CV)	
Workday Posting required:	☐ No ☐ Yes
Legal Name (or enter TBA):	
McGill ID # (if applicable):	
Non-McGill e-mail address:	
Home address:	
Citizenship: Must have valid Canadian SIN to work at McGill	☐ CDN ☐ Permanent Resident ☐ Other, specify: _____ *(Attach valid Study or Work Permit)*
Is this candidate currently working at McGill?	☐ No ☐ Yes Department: _____ Position: _____ Hours/week: _____ *A full-time graduate student should not work more than 180 hours/term over 15 weeks with 12 hours/week.*
Is this candidate currently a McGill student?	☐ Yes Bachelor's: _____ Master's: _____ PhD: _____ Other, specify: _____ ☐ No Last degree obtained: Bachelor's: _____ Master's: _____ PhD: _____ Other, specify: _____
Is this Candidate Work Study eligible?	☐ No ☐ Yes *Attach student's letter of confirmation and your approval of WS subsidy hours*

If you require assistance, please contact: Ann Gossage (Animal Science, NRS), Lindsay Flood (Plant Science; SHN), or Leslie LaDuke (Food Science; BREE).