

New Hire Information Form

POSITION INFORMATION	
Supervisor:	
Department/Unit:	
Job Title:	Research Associate (PhD required) <i>Research Associate and Research Assistant positions must be advertised on internal and external sites</i> Research Assistant (Master's required) 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) <i>(Not applicable to non-student Research Assistants)</i> Other _____
Duties/responsibilities:	
Requirements/qualifications:	
Stipend: Is this for work that a student is undertaking as part of their own research project?	No Yes: <i>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.</i>
Work Study Eligible Position:	No Yes: <i>Ensure that you have requested WS hours via the WS Subsidy Management System</i>
Position Start and End Date:	- <i>(Allow minimum of 2 weeks from date of this request)</i>
Location of work:	
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)	
First Name (or enter TBA):	
Last Name (or enter TBA):	
McGill ID # (if applicable):	
Non-McGill e-mail address:	
Home address:	
Citizenship: <small>Must have valid Canadian SIN to work at McGill</small>	CDN Permanent Resident Other, specify: _____ <i>(Attach valid Study or Work Permit)</i>
Is this candidate currently working at McGill?	No Yes Department: _____ Position: _____ Hours/week: _____ <i>A full-time graduate student should not work more than 180 hours/term over 15 weeks with 12 hours/week.</i>
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 <i>Attach student's letter of confirmation and your approval of WS subsidy hours</i>

*** For part-time casual employees (including Work Study positions, undergrad and grad student research assistants, and non-academic casuals such as lab helper, office or communications assistant) and Guest Lecturers, send to: [Nicole Pridham](#) (Plant Science; SHN; Food Science; BREE). For all other hires, send to: [Ann Gossage](#) (Animal Science, NRS), [Lindsay Flood](#) (Plant Science; SHN), or [Leslie LaDuke](#) (Food Science; BREE).