# New Hire Form Through Research Services

***Please note: RAs who do not submit timesheets for more than six months will be terminated and will have to be rehired when ready to work***

|  |  |
| --- | --- |
| PI’s name |  |
|  |  |
| Cost centre |  |
|  |  |
| Sub-cost centre |  |
|  |  |
| Project |  |

**Employment Status:** *Please check the applicable box*

[ ]  Canadian or Permanent Resident [ ]  Work/Study Permit

**Recruitment Type:** *Please click the applicable box*

[ ]  **Casual** *This is the most common choice for research assistants. Any position that has sporadic hours where the incumbent will fill in timesheets will be Casual. Any position that is not posted for open recruitment must be Casual. Casual employees can be hired for a maximum of 3 months and can be renewed if needed.*

[ ]  **Temporary** *These positions have a guaranteed number of hours per week associated with them and are for terms longer than 3 months. The number of hours can be up to 37.5 hours per week. The RA does not complete timesheets but gets paid the allotted number of hours. It is up to the supervisor to ensure that the RA works the allotted hours. If an RA goes over or under their set hours, they must communicate with payroll each time. Temporary positions must always be posted.*

***If Temporary***, will your RA be working more than 20 hours per week?

 [ ]  **Yes** **->** Please note, the cost to the project will be their hourly rate plus 25% for EI, CPP, cost of benefits (dental, health, pension, etc.). The RA will have paid vacation leave.

 [ ]  **No** **–>** the cost to the project will be their hourly rate plus 15% for EI, CPP and they will receive vacation pay rather than paid vacation leave.

## Hiring Information:

(Please ensure a minimum of two weeks if there is an incumbent, or six weeks if there will be a posting.)

|  |  |
| --- | --- |
| Estimated start date |  |
|  |  |
| Estimated end date\*\* |  |
| *\*\*3 months max for Casual Research Assistants on timesheets* |

|  |  |
| --- | --- |
| Number of hires needed |  |

## Do you know the NAME of present incumbent OR person expected to fill the position if not an open recruitment: [ ]  Yes -> please complete the rest of this section [ ]  No -> please go to the next section

|  |  |
| --- | --- |
|  Name of incumbent: |  |
|  |  |

Is this person currently an associate faculty member, or involved in any other paid work (e.g. a contract) with RRU? [ ]  **Yes ->** please contact the Office of Research Services

[ ]  **No ->** please go to the next section

**Position Title:**

All amounts below are the pay scales for the RAs (April 2020).
***Please note:*** *In order to determine the full cost to the project, you need to add 15%,* *or 25% if an RA will be hired for longer than 3 months and work more than 20 hours per week.*

***Please click the box next to the applicable title***

[ ]  **Research Assistant 1:**

($18.73 - $22.88) about $137-$168 day –basic – lowest level clerical

Collects and records data using structured techniques. Codes and inputs data using a computer program; conducts interviews face to face and by telephone using structured interview schedules; tabulates data and computes statistics under supervision; conducts standard literature reviews and provides descriptive annotations; guidelines are readily available. Qualifications and experience will vary.

### [ ]  Research Assistant 2:

($21.50 – $27.06) about $158-$199 day

Conducts unstructured or semi-structured interviews; judgment is required; analyses data under general supervision using statistical packages or electronic spread sheets; administers research projects on a day to day basis; assists in the development of research instruments; conducts literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts uni-variate and bi-variate analysis of quantitative data. Qualifications and experience may require an undergraduate degree in the subject area or equivalent. (Equivalent is 3-4 years of related work experience.)

### [ ]  Research Assistant 3:

($24.97 – $30.52) about $183-$224 day

Manages entire projects or major aspects of projects independently; develops and conducts unstructured or semi-unstructured interviews; judgment is required; may supervise other research assistants; conducts literature reviews requiring critical annotations; prepares and writes draft reports; performs statistical analysis using SPSS-X or similar packages; requires analytical and judgment skills. Qualifications and experience require undergraduate degree in the subject area or equivalent. Minimum of 6-7 years of education/experience including specialized skills related to the area.

### [ ]  Researcher:

($30.52 - $38.15) about $224-$280 day

This level is a senior level and works with significant independence. Develops detailed research designs, monitoring the operationalization of research questions and choice of appropriate techniques of data collection and analysis; develops and implements research instruments; takes on major responsibility for project management (e.g. planning, resource estimation, coordination and control); may supervise other research assistants or clerical staff; conducts multivariate statistical analysis or uni-variate or bi-variate analysis requiring a high level of statistical judgment; may take the lead on report writing or other knowledge mobilisation activities. Qualifications and experience require a post graduate degree in the subject area. Related experience preferred with previous research experience required.

**Wage Information:** *Please click the applicable box*

|  |  |
| --- | --- |
| Hourly wage of the employee | $ |

|  |  |
| --- | --- |
| Hourly cost to the project \*\*\*  | $ |

\*\*\*Please add 15%, or add 25% if an RA will be hired for longer than 3 months and work more than 20 hours per week.

**Hourly Expectations and Funding Information:**

|  |  |
| --- | --- |
| Number of hours expected per week (cannot be more than 37.5) |  |
|  |  |
| Number of weeks in total |  |
|  |  |
| Total Expected Cost of the position (Please use the “hourly cost to the project” from the previous section to calculate.) | $ |
|  |  |
| Total Funding available for this position | $ |

**Job Description and Hiring Rationale:**

|  |
| --- |
| **Job Description:** *Please include full list of tasks* |
|  |

|  |
| --- |
| **Job requirements:** *Please include minimum qualifications* |
|  |

|  |
| --- |
| Goals and Rationale:*Please include how this position will add to meeting the goals of the project overall and provide a brief summary of the full project including the project end date.* |
|  |

|  |
| --- |
| Budgetary Impacts/ Revenue Targets: *Please include any relevant financial information (e.g., total funding available for the project, if all monies must be spent by a certain date.)* |
|  |
| **Additional Information:***Please include any additional information you think may be relevant (e.g. reason for hire, what the consequences are of not filling the vacancy or extending the current contract, whether the position is expected to be extended and under what conditions and for how long, etc.)* |
|  |