Research - Hire a Known Candidate Instructions – Post Doctoral Fellow

Who are Post-Doctoral Fellows (PDFs)? A fellowship is intended to provide a learning experience in a specific research field, either as part of the individual's continuing education, or as a prerequisite to obtaining necessary credentials. The individual must have obtained either a PhD or Medical degree within the previous six (6) years in order to qualify as a post-doctoral fellow. The post-doctoral fellowship provides an important stage in the transition from graduate student to independent scholar. The Post Doctoral Fellow Policy is available on our Corporate Policy and Procedures System (CPPS). Please see our **Post Doctoral Fellow Overview**.

Employee or Service Provider? If the purpose of the engagement is to have the individual conduct work with specific deliverables or work that is for the benefit of your research rather than for the benefit of the individual's learning experience, it may be more appropriate to hire the individual into a research employee role or to engage the individual's services under a service provider contract.

All new hire documents need to be submitted to the ORA 12 business days prior to the required hire date. Please consult HR to determine start dates prior to offering the role. Please refer to the **HR Notification Deadlines** which provides a timeline for paperwork submission and correlated start dates.

International Hire? For international hires (non-Permanent Residents or non-Canadian Citizens), this process should be started 3 months in advance of the anticipated start date. For International PDFs, Immigration Canada requires the following process be followed - see our **Guide to completing Immigration Canada's online offer of employment – Post Doctoral Fellows.** The PDF will use online offer of employment number and the employment offer letter from Unity Health Toronto to apply for their work permit.

For information relating to job status and benefit entitlements, please see the **Benefit Eligibility** information.

Is this person currently a Unity Health Toronto employee?
If yes, these are <u>not</u> the correct hiring instructions to follow, please contact the Research Employment Coordinator to proceed.

Reference Checks
The standard Hospital practice mandates that the Investigator (or designate), check at least two Academic references for potential candidates who are external to the Hospital and the checking of at least one reference for internal candidates before making an offer to the candidate. To assist you in this task, we have attached a **Reference Template** form to use as a "tool for questions and answers" when calling the references of your known candidate and documenting this information on the form.

PROCESS:
Email Subject Line: *PI Name - Candidate Name – Hire a Known Candidate Post Doctoral Fellow*

1. The following package of information is required as attachments to the email at the time of submission to the ORA.
    Principal Investigator/or Designate sends:
          (1.) The completed **Hire a Known Candidate Post Doctoral Fellow Form** as a Microsoft Word attachment.
          (2.) Two Reference Checks required. Please see the **Reference Template**.
          (3.) Candidate's resume
          (4.) Copy of **PDF's PhD or MD Diploma** (must have obtained degree within 6 years to qualify as PDF)
    by email to the designated Research Financial Analyst (RFA) with Accounting Unit (AU) and Project Number for approval.
    (Please note that the Hiring Package can be sent from a designate (Research Program Manager or Coordinator, etc.) if the PI has been copied on the email.)

2. Investigator (or designate) will ask the **candidate to upload their resume** to the **UHT resume bank**. Please have your candidate submit their resume to the UHT Resume Bank: Candidate Space (unityhealth.to). The candidate must register for an account by clicking **Login** (in the top right) and **Register** in order to upload their resume and submit the application.

3. The RFA will then check Accounting Unit/Project Number and, if approved, send approval to the Research Employment Coordinator

4. The Research Employment Coordinator will verify that all information is complete and will upload to HR for processing.

5. HR will then draft and send the Investigator an Offer Letter.

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