

 Research Job Posting Form

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| **Assignment Payroll Information (formerly Payroll Org Number)** |
| **Position:**(Refer to [**Job Descriptions and Salaries**](https://unitynet.unity.local/departments-programs-services/research/research-employment/)) |  |
| **How many Positions will be hired?** | Enter # of Positions to be Hired:  |
| **Reason for Posting:** | **Choose Reason from List** |
| **Previous Incumbent Name:**(Only applicable if this position is replacing another employee) |  |
| **Pay Range:** (hourly, refer to [**Job Descriptions and Salaries**](https://unitynet.unity.local/departments-programs-services/research/research-employment/)) | $ |
| **How many weeks to post?** | **Choose # of Weeks from List** |
| **Work Type:**(formerly Job Status) | **Choose Work Type from List** |
| **If Work Type is Temporary,** identify length of Employment | **Choose # of Months from List** |
| **If Part-Time,** identify how many days per week | **Select Number of Days per week from List** |
| **If Casual,** estimate # of hours (indicate per week or over length of contract) |  |
| **Payroll Information:**(Please refer to the attached spreadsheet [**Research Org Units**](https://unitynet.unity.local/departments-programs-services/research/research-employment/)) |  **GHR Organization Unit Name:** **Organization Unit Number:** |
| **Payroll Time Entry Person(s)**: |   |
| **\*NOTE:** **You must inform your time entry person that they will have a new person starting on payroll at the time of hire. If you don’t know your time-entry person, please contact the Research Employment Coordinator.** |

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| **Manager Information** |
| **PI Name:** |  |  **Phone Ext:** |
| **Program Manager** (If applicable): |  | **Phone Ext:**  |

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| **Accounting Unit & Project Number(s):** |
|  | **Company** | **Accounting Unit** | **Project Number** | **Percentage (%)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
|  **\*NOTE: All PI’s who own any of the above mentioned cost centre(s) must be copied in the request for RFA approval.\*** |

**Weighted Interview Criteria:**

**Important** – Select a **maximum of 5 competencies** that you feel are the most important for a Candidate to have in order to do the job well. You must allocate a percentage to each weighted criteria in order of most important. The percentages must equal 100%.

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| **Competency** | **Percentage (%)** | **Competency** | **Percentage (%)** |
| **Written Communication:** |  | **Verbal Communication:** |  |
| **Interpersonal Skills:** |  | **Leadership Abilities:** |  |
| **Time Management:** |  | **Problem Solving Skills:** |  |
| **Team Player:** |  | **Computer Literate:** |  |
| **Critical Thinking:** |  | **Work Independently:** |  |
| **Customer Service:** |  | **Coaching/Mentoring:** |  |
| **Other competencies not listed:** |  | **Other competencies not listed:** |  |
| **Total 100%** |

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| **Additional Screen Testing Questions *– Optional*** |
|  **\*NOTE: If desired, please use this area to indicate up to 5 additional questions as a pre-screening tool for candidates to answer. These questions must be relevant to skills, qualifications and/or experience required for the job.**  **If Yes/No type question, please indicate is if the resume should be screened out as a result of the response.** |
|  **Screening Question** |  **Question Type** | **Screen out applicant if answer is “No”?** |
|  **EXAMPLE – Do you have a Master Degree in Science?** |  **Yes/No** | **Yes** |
|  |  **Choose Type** | **Choose an item.** |
|  |  **Choose Type** | **Choose an item.** |
|  |  **Choose Type** | **Choose an item.** |
|  |  **Choose Type** | **Choose an item.** |
|  |  **Choose Type** | **Choose an item.** |

**\*NOTE: Please save the completed template as a Microsoft Word document, NOT as a PDF\***