

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\***