

# Research – Job Posting

## Instructions

All research positions must be posted in order to generate a pool of potential candidates. If there are experienced candidates that have become known to the hiring investigator through various research collaborations and networks and they must apply to the posting. All qualified internal candidates should be reviewed for consideration.

**Processing times:** Please allow up to 12 business days for the job to get posted.

### PROCESS:

**Email Subject Line:** *PI Name – Job Posting – Position Title*

1. The following package of information is required at the time of submission to the ORA

#### **Principal Investigator/or Designate sends:**

- (1.) The completed **Job Posting Form** as a Microsoft Word attachment.

This replaces the hire a known candidate form and must be completed in its entirety. Please include the title when emailing the template so the transaction being requested is clear.

- (2.) **Job Posting** in Microsoft Word. Please see the sample [Job Posting Templates](#). Select the appropriate research job and copy into a word document. You may customize the content using track changes.

**Send by email to the designated Research Financial Analyst (RFA)** with Accounting Unit (AU) and Activity Number for approval.

*(Please note that if the Hiring Package Email is sent from a designate (Research Program Manager or Coordinator, etc.), the Investigator must be copied.)*

2. The RFA will then check the Accounting Unit/Activity Number and, if approved, send approval to [Research Employment](#).
3. The Research Employment Coordinator will verify that dates, email template and attachments are all complete and upload to HR for processing.
4. HR (Recruitment Representative) will then post the job and guide the recruitment and selection process. Please consult with HR to determine start dates prior to offering the role.

### GENERAL INFORMATION:

#### **PAY SCALES**

Please refer to the current research [Job Descriptions and Pay Scales](#). Please disregard past pay scale information as they are outdated and do not include the market adjustments for this year. The maximum pay rate is the job rate.

#### **BENEFITS/PENSION ELIGIBILITY**

Please refer to the [Benefits/Pension Eligibility Table](#) which indicates the eligibility for each category of job status for research employees.

#### **CRIMINAL RECORD CHECKS FOR ALL EXTERNAL CANDIDATES (EMPLOYEES)**

Unity Health Toronto will conduct Criminal Record Checks for all external candidates which will be facilitated through Human Resources at point of employment offer. We ask that you advise the candidate that a Criminal Check will be required prior to their start date. Candidates may not begin working at UHT prior to submitting a Criminal Check which they will complete on their first day at their documentation session at HR.

**Questions?** Cordelia Cooper, Research Employment Coordinator (416 864-3077 / [Researchemployment@unityhealth.to](mailto:Researchemployment@unityhealth.to) )