

Appendix A

Research – Hire a Practicum/Co-Op Student

Who are Practicum Students? Students registered in a undergraduate or graduate university program and at Unity Health Toronto for academic credit (e.g., co-op students). The work/duties being performed by these students at Unity Health Toronto is a requirement of their education. In order to initiate the registration and hire (placement) of a Co-op Student, the candidate must be a student registered in a University Co-op Program.

All new hires documents need to be submitted to the ORA 12 business days prior to the required hired 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.

All Co-op Students are considered casual status and work full time hours during their term.

PROCESS:

Email Subject Line: *PI Name – Student Name – Hire a Co-op Student*

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 Practicum Student + Conflict of Interest Disclosure Template](#) as a Microsoft Word attachment
2. The student's **Resume**
3. **Proof of registration in a University Co-op or Practicum Program** (email copy accepted)
4. Copy of "**University Work Term Agreement**" form – this is a signed document that is issued from the University. It is previously completed with the Investigator (if applicable)

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

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

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/Activity Number and, if approved, send approval to the Research Employment Coordinator

4. The Research Employment Specialist 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

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 Specialist (416 864-3077 / Researchemployment@unityhealth.to)