

## Request for New Hire Form

To avoid delays, please ensure you confirm with Finance that you have sufficient budget available in your account to support your request for a new hire. Submit the completed form to [RCSS@HHSC.ca](mailto:RCSS@HHSC.ca) for processing.

NOTE: Please allow up to 4 weeks for the hiring process to be completed, which will also be dependent on your interview and candidate selection process, as well as Employee Health clearance.

**IMPORTANT NOTE: Staff are NOT permitted to begin work until cleared by Employee Health.**

### Requestor Information

Requested by (Full Name):

Date:

### New Research Resource Details

- Cost Centre (Account Name): 3576.
- Department # (5 dig Code):
- PI/Supervisor Name:
  
- Position Status:    Temporary →    Start Date:                      End Date:
- Regular →            Start Date:
  
- Position Details:    Full Time
- Part Time            Max hrs/wk:
  
- Position Code:
  
- Position Title:
  
- Taleo Posting Type: External
- Internal
- Both Internal and External
- Do Not Post: (can be applied only if the position is temporary and less than 6 months).  
Consult with HR
  - Candidate's Legal Name:
  - If Internal, Employee ID:
    - Note: Internal staff CANNOT hold two positions concurrently.
  - External (attach a resume)
  
- Department/Unit Profile Description: please provide few lines description.

Please submit the completed form to [ResearchHR@HHSC.ca](mailto:ResearchHR@HHSC.ca) for review and processing.