

## Request for New Hire Form-Student

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.**

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### Requestor Information

Requested by (Full Name):

Date:

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### New Research Resource Details

- Cost Centre (Account Name): 3576.
- Department Code# (5 dig Code):
- PI name: Dr.
  
- Position Status:    Temporary →    Start Date:                      End Date:
  
- Position Details:    Full Time  
                                  Part Time            Max hrs/wk:
  
- Position Code: STU01A
  
- Position Title: Research Student
  
- 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)
  - Candidate's Legal Name:
  - 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.