Confidential

Department of Pediatrics Recruit and Position form

Please complete the survey below. Before you begin there are a few key things you will need to know or have on hand:

1. Your new hire's CV/resume

2. A description of the job posting

3. The financial details of where the funding is coming from

You may wish to download a copy of this survey and review its content before you begin

Thank you!

Today's date	_____
Name of person completing form	_____
Hiring Supervisor's first name	_____
Hiring Supervisor's last name	_____

What type of role is this position? (please choose one response option ONLY)

○ Work study Spring/Summer
○ Work study Fall/Winter (Max 10 hrs per week)
○ Interim (Temp/casual) - hourly
○ Interim - per subject recruitment

Rate per subject/piece work e.g. transcription, focus group. Format is xx.xx. No dollar sign required. (Please discuss rate per subject calculation with Liz Fonseca at fonseca@mcmaster.ca and Elise Gallant gallante@mcmaster.ca.)

_____

How many work study positions would you like to hire for this position?

_____

Please provide the title of this position

_____

Site/Building where the individual will be working

○ HSC-MUMC
○ MAC-OFF SITE
○ MAC-CAMPUS
○ MAC-IAHS
○ MAC-MDCL
○ MAC-RJCHC

If you chose either MAC-OFF SITE or MAC-CAMPUS location please provide more details

_____

Mailbox location for new hire

○ 37-2H26 -HSC 2H26
○ 37-3A - HSC 3A
○ 37-3N11 -HSC 3N11
○ 37-3N27 - HSC 3N27
○ 37-4F -HSC 4F
○ 48-408 -IAHS 408

Would you like this position posted on the Working at McMaster webpage or do you have a candidate chosen ? Important note: Work study positions are often posted.

○ Yes please post this position
○ No candidate is already chosen

All positions require a brief job description. Please include a range of pay (minimum wage starts at $11.25 per hour).

A. New Hire information (if not posting)

In this section you will be required to provide personal information about your chosen candidate:

1. First and last name
2. Place of residence address
3. Email address

If you do not know this information please save your survey and return once you have all the required information

New hire's first name   _____

New hire's last name   _____

New hire's email address   _____

New hire complete place of residence address.
Please ensure you include: House or unit # Street
name City Province Postal code   _____

McMaster employee number or student number. (Please   _____
ask if they have been previously employed or were a
student at McMaster)

Please upload the new hire's CV

B. Employment information

Please provide the exact rate of pay. Minimum wage   _____
starts at $11.25. The format is xx.xx i.e. no dollar
signs are required

Hours person will work daily (if the hours are a set
schedule). If there is not a set schedule please
choose '0'

○ 0
○ 1
○ 2
○ 3
○ 4
○ 5
○ 6
○ 7
○ 8
○ 9
○ 10
○ 11
○ 12

Please enter the total number of hours per week
Please take note >44 hours a week is considered
overtime and that Work Study Fall/Winter hires cannot
work >10 hours a week

○ 1
○ 2
○ 3
○ 4
○ 5
○ 6
○ 7
○ 8
○ 9
○ 10
○ 11
○ 12
○ 13
○ 14
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○ 41
○ 42
○ 43
○ 44

Days of the week to be worked

☐ No set schedule
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Will this person be working outside typical work
hours of Monday to Friday 8:30 - 4:30

○ Yes
○ No

Please provide the details of the working hours, and
if weekends may be included.

_____

Contract start date

_____
(The start date MUST be no less than 2 weeks from
today)

Contract end date

_____
(Contract may not exceed 52 weeks)

Length of contract in weeks

_____
(Number of week's cannot exceed 52)

C. Accounting details

The chart string (financial details) are required before this person can be hired. You will need to provide a salary chart string for their salary to be charged to and a benefit chart string for their benefits to be charged to. If the salary is being shared between projects/programs you must know the project/program numbers and the percentage for each. Salary and fringe benefits will be charged based on this information.

Salary chart string (Business Unit + Fund + Dept + Project/Program)

Benefit chart string (Business Unit + Fund + Dept + Project/Program)

If you do not have this information please save your survey and return to it once you have these details.

Choose the Salary Business Unit The default value is MAC01.	◯ MAC01 (Default) ◯ EXHAP (Please speak to Elise before choosing) ◯ EXPER (Please speak to Elise before choosing)
Choose the Salary Fund [2 digits]	◯ 85 ◯ 80 ◯ 78 ◯ 72 ◯ 45 ◯ 20
Choose the Salary Account	◯ 541001 - Interim/temp salary ◯ 541008 - Work Study salary
Enter the Salary Department code The default value will typically be 10177 for pediatrics	_____
Choose the Benefit Business Unit. The default value is MAC01.	◯ MAC01 ◯ EXHAP (Please speak to Elise before choosing) ◯ EXPER (Please speak to Elise before choosing)
Choose the Benefit Fund [2 digits]	◯ 85 ◯ 80 ◯ 78 ◯ 72 ◯ 45 ◯ 20
Choose the Benefit Account	◯ 551001 - Interim/temp benefits ◯ 551008 - Work study benefits
Choose the Benefit Department code The default value will typically be 10177 for pediatrics	_____

Percentage of Allocation by Project or Program Number

Will this person's salary and benefits be allocated from a single project/program (100%) or split between more than one?

○ 100% of the funding will come from a single project/program
○ Funding will be split between more than one project/program

Please enter the 8 digit project or 5 digit program number to be charged for salary

_____

Please enter the 8 digit project or 5 digit program number to be charged for benefits

_____

1 - First 8 digit project or 5 digit program number to be charged for salary

_____

1 - Choose the Salary Fund [2 digits]

○ 85
○ 80
○ 78
○ 72
○ 45
○ 20

1 - Percentage of salary to be charged

_____

1 - First 8 digit project or 5 digit program number to be charged for benefits

_____

1 - Choose the Benefit Fund [2 digits]

○ 85
○ 80
○ 78
○ 72
○ 45
○ 20

1 - Percentage of benefits to be charged

_____

2 - Second 8 digit project or 5 digit program number to be charged for salary (if applicable)

_____

2 - Choose the Salary Fund [2 digits]

○ 85
○ 80
○ 78
○ 72
○ 45
○ 20

2 - Percentage of salary to be charged

_____

2 - Second 8 digit project or 5 digit program number to be charged for benefits (if applicable)

_____

2 - Choose the Benefit Fund [2 digits]

○ 85
○ 80
○ 78
○ 72
○ 45
○ 20

2 - Percentage of benefits to be charged

_____

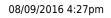3 - Third 8 digit project or 5 digit program number to be charged for salary (if applicable)

_____

3 - Choose the Salary Fund [2 digits]

- ◯ 85
- ◯ 80
- ◯ 78
- ◯ 72
- ◯ 45
- ◯ 20

3 - Percentage of salary to be charged

_____

3 - Third 8 digit project or 5 digit program number to be charged for benefits (if applicable)

_____

3 - Choose the Benefit Fund [2 digits]

- ◯ 85
- ◯ 80
- ◯ 78
- ◯ 72
- ◯ 45
- ◯ 20

3 - Percentage of benefits to be charged

_____

4 - Fourth 8 digit project or 5 digit program number to be charged for salary (if applicable)

_____

4- Choose the Salary Fund [2 digits]

- ◯ 85
- ◯ 80
- ◯ 78
- ◯ 72
- ◯ 45
- ◯ 20

4 - Percentage of salary to be charged

_____

4 - Fourth 8 digit project or 5 digit program number to be charged for benefits (if applicable)

_____

4 - Choose the Benefit Fund [2 digits]

- ◯ 85
- ◯ 80
- ◯ 78
- ◯ 72
- ◯ 45
- ◯ 20

4 - Percentage of benefits to be charged

_____

D. Budget information

Please review and confirm funds are available to support this hire. if you have any questions please contact the appropriate department accounting support person.

Cost of 1 new hire Rate of pay x number of hours per week * number of weeks

_____

Cost of benefits at 14%

_____

Total cost of contract

_____

Submit

- ◯ Yes
- ◯ No

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This survey is complete

☐ Yes
☐ No

I verify that this position can be financially
supported by the project (s) or program (s) listed.

◯ Yes
◯ No, there is insufficient funds

Verifier's First and Last Name

_____

Date of verification

_____