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Guidelines for Hiring a Research Assistant

1. Establish your needs for a research assistant in terms of the type of project you will undertake, the qualifications (minimum and desirable) as well as the budget available.
2. Fill out the form *Request for a research assistant posting* with your requirements and send it to Anick Duchesne (duchesne@telfer.uottawa.ca).
3. The availability of the funds will be verified for the mentioned research project, as well as any other administrative issue that has to do with the provisions of the current Collective Agreement. Additional information may be required from you in order to ensure that all guidelines are followed.
4. A posting with the requirements for the RA position will be created on the School of Management's website and posted for ten (10) business days as per the Canadian Union of Public Employees (CUPE).
5. After the posting, qualified candidates will be classified according to the priorities set-up in the Collective Agreement.
6. The list of candidates and priorities will then be communicated to you in order to start interviewing the best candidates.
7. Once the decision is made, you should confirm the choice of candidate to Anick Duchesne in order to make sure that the guidelines are respected (as per the Collective Agreement).
8. If a candidate with higher priority is not chosen, you have to provide Anick Duchesne with solid evidence in writing as to why he or she is not meeting the minimum qualifications listed on the posting. The reason(s) will have to be clear and strong enough to withstand CUPE's scrutiny; otherwise the candidate not previously chosen will be deemed eligible.
9. When all requirements are met, the candidate will receive an electronic offer via e-mail of his/her contract.
10. The administrative and financial tasks associated with hiring research assistants is conducted by the Telfer of Management Administrative Services.