

INTERIM REQUEST TO HIRE FORM

SON HR Use: Applicant ID:
Job Code:
Position Code:
Job Opening#:
Posting#:
Submitted to FHS-HR:

APPOINTMENT TYPE:
 If you have any questions, please contact Melinda Sese, HR Assistant at sesem@mcmaster.ca or ext. 21853.
[Temp/Casual Pay Guidelines and Job Description Link](#)

TEMPORARY CASUAL
 UNDERGRAD STUDENT GRADUATE STUDENT
 McWORK STUDENT

JOB DETAILS

JOB TITLE:								
PROPOSED START DATE:				PROPOSED END DATE:				
REASON FOR HIRE:								
SUPERVISOR/PI:				WORK ADDRESS & OFFICE #:				
ESTIMATED WEEKLY HOURS:				<i>MINIMUM GUARANTEED WEEKLY HOURS:</i>				
SCHEDULED WORK HOURS: <small>(Please specify shift hours ie. 7 hrs; 8:30-4:30)</small>	MON	TUES	WED	THURS	FRI	SAT	SUN	NO SET SCHEDULE <input type="checkbox"/> <small>(Please submit weekly timesheets)</small>
HOURLY RATE OF PAY \$:				LEVEL/GRADE:		Job Code/Job Description#:		

FUNDING SOURCE INFORMATION

Chartfield String 1:	Fund	Salary/Benefit Account	Department	Program	Project	Funding Source	%
Chartfield String 2:							%

INCUMBENT DETAILS

FULL NAME:			Employee/Student ID:	
COMPLETE HOME MAILING ADDRESS:			HOME NUMBER:	
			CELL NUMBER:	
EMAIL ADDRESS:				
CURRENTLY HOLDS ANOTHER APPOINTMENT AT MCMASTER?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, specify other department hired in: _____ Specify how many hours working per week: _____ Specify length of contract and end date of current assignment: _____			
NEW HIRE CHECKLIST:	Candidate's CV attached? YES <input type="checkbox"/> Reference Check attached? YES <input type="checkbox"/> Signed FIPPA Form attached? YES <input type="checkbox"/> Detailed Job Description attached? YES <input type="checkbox"/> Financial Aid/Grad Approval attached? YES <input type="checkbox"/> N/A <input type="checkbox"/>			

SON HR USE:	New E/E Info sent to Supervisor <input type="checkbox"/>
Estimated Salary Cost: \$	Added to Mosaic Payroll Report <input type="checkbox"/>
Estimated FB Cost: \$	Added to Temp/Casual Report <input type="checkbox"/>
Total Estimated Cost: \$	Added to OHS Report <input type="checkbox"/>