

## Research - Hire a Summer Student Instructions

This summer there will be a modified summer student research position option for both paid and volunteer students. These are the instructions to hire a paid student.

The modified student position (both paid and volunteer) will have the following restrictions:

- Research Students will not have any direct, physical interactions with research subjects or team members.
- Research Students must be able to perform their work from their homes.
- Research Students will not have access to Electronic Medical Records (e.g., Soarian/Sunrise) or any other Personal Health Information of patients or research subjects.
- Research Students must have the appropriate training and oversight provided virtually by the study team (via zoom, phone, etc.)
- Remote onboarding and network access to UHT email/folders/intranet will be arranged
- There will be limited access to library services at UHT due to redeployment.
- Research Students and their supervisors are required to complete the standard onboarding packages.

For Questions please contact Cordelia Cooper at [Cordelia.Cooper@unityhealth.to](mailto:Cordelia.Cooper@unityhealth.to)

All new hire documents need to be submitted to the ORA at least 12 business days prior to the required hire date. Please consult HR to determine start dates prior to offering the role.

### **Is this person currently a St. Michael's hospital employee?**

If yes, these are not the correct hiring instructions to follow, please contact the Research Employment Specialist to proceed.

A reminder that T4As (Graduate students and summer students being paid a stipend) are not considered SMH employees and must be hired through a different process, please see the [SMH Research Employment](#) webpage for more information.

### **Reference Checks**

Reference Checks are optional for Summer Students. To assist you in this task, we have attached a [Reference Template](#) form to use as a tool for questions and answers when calling the references of your known candidate and documenting this information on the form.

### **Proof of Enrollment**

Students will need to provide proof of enrollment in their undergraduate or medical school program (unofficial transcript or acceptance letter, etc.)

### **PROCESS:**

**Email Subject Line:** *PI Name - Student Name – Hire a Known Candidate*

1. The following package of information is required as attachments to the email at the time of submission to the ORA. **Principal Investigator/or Designate sends:**

1. The completed **Hire a Known Candidate Form + Conflict of Interest Disclosure + UHT Research Personnel Acknowledgement During COVID-19 Pandemic**
2. **Reference Checks** optional. Please see the template [here](#).
3. **Candidate's resume**
4. **Proof of enrollment in school**

**Send by email to the designated Research Financial Analyst (RFA)** with Accounting Unit (AU) and Activity Number for approval.

(Please note that the Hiring Package can be sent from a designate (Research Program Manager or Coordinator, etc.) if the PI has been copied on the email.)

2. Investigator (or designate) will ask the **candidate to upload their resume** to the SMH resume bank. Please have your candidate submit their resume to the SMH Resume Bank:  
<http://www.recruitingsite.com/csbsites/stmichaels/application.asp?jobnumber=-1>
3. The RFA will then check Accounting Unit/Activity Number and, if approved, send approval to the Research Employment Coordinator
4. The Research Employment Specialist will verify that all information is complete and will upload to HR for processing.
5. HR will then draft and send the Investigator an Offer Letter

**Questions?** Cordelia Cooper, Research Employment Specialist ([Cordelia.Cooper@unityhealth.to](mailto:Cordelia.Cooper@unityhealth.to))