

### Hire Summer Student + Conflict of Interest Disclosure Form

Manager Information		
PI Manager		Phone Ext:
Program Manager (If applicable)		Phone Ext:

Candidate Information	
Name of Candidate:	

Assignment/Payroll Information	
Position:	
Start Date: (Important – Refer to <a href="#">HR Notification Deadlines</a> . Must be a Monday, unless a statutory holiday, in which case it must be Tuesday)	
End Date: (If applicable. Casual assignments must be temporary)	
Pay Rate: (hourly, summer student range is \$14 to \$17.21)	\$
Work Type: (formerly Job Status)	Casual – All summer students are casual status, although most work full time hours
If Part-Time, identify how many days per week	
If Casual, estimate # of hours (indicate per week or over length of contract)	
Reason for Hire:	
Previous Incumbent (if applicable):	
Payroll Information: (Please refer to <a href="#">Research Org Units</a> )	Payroll ORG Name: Research - Students Position: 2918 Research Student Research - Students
Payroll Time Entry Person: Dalbir Singh	
<b>*NOTE: You must inform your time entry person that they will have a new person starting on payroll. If you don't know your time entry person, please contact the Research Employment Coordinator.</b>	

<b>Accounting Unit &amp; Activity Number(s):</b>				
	Company	Accounting Unit	Activity Number	Percentage (%)
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

**\*NOTE: All PI's who own any of the above mentioned cost centre(s) must be copied in the request for RFA approval.\***

<b>Conflict of Interest Disclosure for Hiring this Candidate:</b>	
Is the candidate affiliated with an organization in which the supervisor or the supervisor's family member has a financial or ownership interest?	
Is the candidate affiliated with an organization in which the supervisor or the supervisor's family member has a financial or ownership interest?	
<p>(Family Member includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild or other close relation. For the purpose of this policy (i.e., Research Conflicts of Interest), a family relationship includes biological relationships, adoptive relationships, relationships created through marriage and other relationships in which care-giving or dependency exists. Please note that if you check "Yes", before this hire can be processed this information will be forwarded to the Office of Research Administration for review under the Research Conflicts of Interest Policy)</p>	

<b>UHT Restrictions during COVID-19 Pandemic:</b>	
Please confirm Research Students will not have any direct, physical interactions with research subjects or team members.	
Please 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	

<b>Criminal Check</b>	
Have you advised the candidate that a Criminal Check will be required before their start date? Consent will be obtained through email from HR in advance of issuing the contract letter)	
<p>St. Michael's Hospital conducts Criminal Record Checks for all external candidates. We ask that you advise the candidate that a Criminal Check will be required before their start date. Candidates may not begin working at SMH prior to submitting a Criminal Check which they will complete via email in advance of their first day at work</p> <p>For purposes of the Criminal Record Check, we need the following information from the Candidate:</p>	
Candidate legal first name	
Candidate legal last name	

## UHT Research Personnel Acknowledgement During COVID-19 Pandemic

Due to the evolving COVID-19 situation, changes have been implemented to the Unity Health Toronto Research Department.

New Research Personnel (employees, volunteers, students) will only participate in research that is conducted offsite and physical distancing rules must apply at all times.

- Personnel must not have any direct, physical, interactions with research subjects or team members.
- Personnel must be able to perform their work from their homes.
- Personnel will not have access to Electronic Medical Records (e.g., Soarian/Sunrise) or any other Personal Health Information of patients or research subjects.
- Personnel must have appropriate training and oversight provided virtually by the study team (via zoom, phone, etc.)
- The ORA/HR will arrange for remote onboarding and access (Personnel will not need to come on-site for badge access)
- Personnel will have limited access to library services at UHT due to redeployment.
- Personnel and their supervisors are required to complete the standard onboarding package.

By signing below, you acknowledge and agree to the conditions listed above.

\_\_\_\_\_  
PI/Manager Signature

\_\_\_\_\_  
Research Personnel Signature

### Summer Student Project Description

Please provide details of virtual supervision planned:

What are the planned research activities?

**Reference Check**

**Competition #:**

Reference Completed By		Reference Check Completed		
		Yes		No
Applicant Name		Date		
Name Of Reference		Phone #		
Organization and Location		Title		
Relationship to Candidate		Dates of Employment		
1. <i>What were the candidate's responsibilities as a student in your course?</i>				
2. <i>What are the candidate's strongest qualities?</i>				
3. <i>Is there anything they could have improved on?</i>				
4. <i>Attendance/Punctuality: Probe: Reliability</i>				
5. <i>Please speak to the candidate's contribution to a team. Please speak to their ability to work independently.</i>				
6. <i>How did the applicant perform with respect to managing the heavy workload?</i>				
7. <i>(If Applicable) Did the candidate take advantage of your office hours?</i>				
8. <i>Please speak to the quality and accuracy of the candidates work. Are they able to work quickly without compromising accuracy?</i>				
9. <i>Can you speak to the applicant's written and verbal communication skills?</i>				
10. <i>What is the candidate's reason for leaving the organization?</i>				
11. <i>Would you rehire this candidate? Yes/No</i>				
12. <i>If not please explain</i>				
13. <i>Do you have any additional comments?</i>				