

Other Academic Appointments CHECKLIST

***This checklist only applies to non-paid affiliate appointments only**

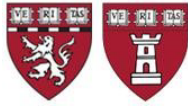
Authorized departmental administrators should upload the following materials via QuickHire form:

For Trainee Appointments: Research, Clinical Fellows

- Candidate's CV (does not need to be in the Faculty of Medicine format)
- Documentation of eligibility criteria via the Other Academic Profile Form

QuickHire Checklist:

- Does the candidate have an existing HUID?
- Have you selected the 'Onboarding (ONBD)' email type and enter the onboarding email address?
- Has the title been built in the "Build Title" section?
- Are the standard hours (0.01) entered correctly?
- Do all degrees, graduation dates, and schools listed on the QuickHire match those on the CV?
- Are the start and end dates on the PeopleSoft Quick Hire form correct?
- Have you used the correct PeopleSoft job code on the QuickHire form: **061359 for Clinical Fellow, 069599 for Research Fellow?**
- Is the candidate's name consistent across the QuickHire form and materials?
- Are all documents uploaded?

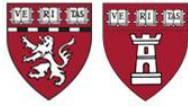


For Associate Appointments: Associate, Teaching, Research

- Candidate's CV (does not need to be in the Faculty of Medicine format)
- Nominating letter from the Department Head of the appointing department
 - The letter should include a description of the candidate's role in the department
- Documentation of eligibility criteria via the Other Academic Profile Form

QuickHire Checklist:

- Does the candidate have an existing HUID
- Have you selected the 'Onboarding (ONBD)' email type and enter the onboarding email address?
- Has the title been built in the "Build Title" section?
- Are the standard hours (0.01) entered correctly?
- Do all degrees, graduation dates, and schools listed on the QuickHire match those on the CV?
- Are the start and end dates on the PeopleSoft Quick Hire form correct?
- Have you used the correct PeopleSoft job code on the QuickHire form: **064102 for Associate, 061103 for Research Associate, 061502 for Teaching Associate?**
- Is the candidate's name consistent across the QuickHire form and materials?
- Are all documents uploaded?



For Visiting Appointments:

- Candidate's CV (does not need to be in the Faculty of Medicine format)
- Nominating letter from the Department Head of the appointing department
 - The letter should include a description of the candidate's role in the department and where they are visiting from
- Documentation of eligibility criteria via the Other Academic Profile Form
- Visitor Participation Agreement

QuickHire Checklist:

- Does the candidate have an existing HUID?
- Have you selected the 'Onboarding (ONBD)' email type and entered the onboarding email address?
- Has the title been built in the "Build Title" section?
- Are the standard hours (0.01) entered correctly?
- Do all degrees, graduation dates, and schools listed on the QuickHire match those on the CV?
- Are the start and end dates on the PeopleSoft Quick Hire form correct?
- Have you used the correct PeopleSoft job code on the QuickHire form: **000028 for Visiting Graduate Student, 061019 for Visiting Postdoctoral Fellow, 069602 for Visiting Scholar?**
- Is the candidate's name consistent across the QuickHire form and materials?
- Are all documents uploaded?