

How to hire a research assistant at ACH

This tool helps researchers navigate the process of hiring University of Calgary AUPE salaried research staff (e.g., research assistant, research coordinator) at the Alberta Children's Hospital.

Additional guides on how to hire trainees (e.g. students, postdoctoral scholars) and casual hourly positions can be found on the [UCalgary human resources website](#)

| Step | Action Item(s) | Description |
|---|---|--|
| *The first step to hiring is to speak with an HR advisor who will help guide you throughout this process* | | |
| Develop job profile (click for template) | Review job profile guidelines | Description of duties and tasks involved, as well as experience required. |
| | Determine Employment Type | Each type has varying hour/shift requirements in addition to benefits which you must include in your project budget. |
| | Determine AUPE Classification | Job families within AUPE are segmented by nature of work, and each has a defined salary scale. Budget accordingly. |
| | Request workspace | Space in the Department is limited. It is recommended that you request space early to ensure your new hire has a workspace. |
| Send job profile to HR | Send profile to your HR Advisor | They will assign an AUPE classification and provide you with a job code. |
| Submit job opening request form | Complete request form in Peoplesoft (myUofC portal → my work → people management → job opening request form) | After approval, the job profile is posted to the UCalgary careers website and applicants can apply. HR will notify you when the job posting is up. |
| Review and interview candidates | Manage applicants | Applicants can be reviewed and interviewed once the job is posted. |

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|----------------------|---|--|
| Check References | Conduct three reference checks | One reference must come from the candidates' current or most recent manager. |
| Extend job offer | Provide verbal offer to candidate | Please note that an offer cannot be extended until the job posting has closed. |
| | Contact HR to request offer letter form | HR will ask you to complete offer letter form and will generate offer letter to provide candidate. |
| | Provide offer letter to candidate and obtain a signed copy. | Manager must also sign and provide copy to HR. |
| Onboard new employee | Complete UCalgary onboarding procedures | e.g. enrol for benefits, add banking details for paycheque, etc. |
| | Complete ACH onboarding procedures | Procedures specific to working on-site at the Alberta Children's Hospital. |

A complete manager's guide to hiring can be [HERE](#)

*Please note that this guide is not specific to hiring at ACH.

Have Questions?

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