

EFFECTIVE SEPTEMBER 2022

**FSA PLACEMENT FORM:
Computer Resources Analysts/Programmers & Technology Centre
Research Assistants, Analysts, and Associates**

COMPETITION #: _____

NAME: _____

SIN : _____

This form is to be completed by the Department Selection Committee and forwarded to the Dean or equivalent with final approval by the Human Resources Department.

CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
A. (Article 11.6.3.5.1) Step 1 for an Employee having the essential qualifications or their equivalent, as in Appendix 2 of the FSA Collective Agreement or as in the agreed upon job descriptions for the Technology Centre positions of : Research Assistant, Research Analyst, and Research Associate.		
B. (Article 11.6.3.5.2) One additional step for each additional year of relevant experience, up to the maximum step within the classification. *NOTE (Article 11.6.5) An employee who disagrees with the placement made on the salary scale may appeal the initial placement on the salary scale to the Placement Committee within six (6) months of the date of appointment		
INITIAL PLACEMENT:		STEP

Approved by: _____
Dean/Associate Dean/Manager

Date: _____

IMPORTANT: *An initial appointment cannot be processed until this form is returned to Human Resources with the candidate's resume and supporting documentation.*

Certified copies of degree(s), diploma(s) and/or professional certificate(s) must be attached.

Rev. June, 2020