

EFFECTIVE JUNE 2020

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.		
INITIAL PLACEMENT:	\$ PER SALARY SCALE	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