

Waisman Center Research Assistant Hiring Form

Please complete and return this form to [Waisman Center Human Resources](#) least 7 – 14 days prior to the requested start date. New employees may not start working until all employment requirements have been met and HR has confirmed a start date.

A research assistant is a UW-Madison graduate student working towards a Master's or PhD degree. An appointment as a Research Assistant is appropriate only if the activity performed by the individual is primarily for the benefit of the individual's course of study and research, and directly applicable to the individual's thesis or dissertation.

If you have any questions about this form, please contact hr@waisman.wisc.edu.

Last Name, First Name		Email Address		Phone Number	
Street Address		City		State	Zip Code
Employee ID or Social Security Number (Required)		Date of Birth (Required)		Gender	
Work Unit		Supervisor/Primary Approver			
Degree Program				Annual Salary	
FTE	Start Date	End Date (one-year max)		Funding Source(s)	

Is the individual a dissertator? No

University policy requires criminal background checks for all appointments that have responsibility for vulnerable populations (e.g., research subjects, children and minors, patients, etc.), property access, or fiduciary duties.

Does this position require a criminal background check? No

By signing this form below, I am verifying that the above individual is currently registered as a graduate student at the University of Wisconsin – Madison and that he/she is a candidate for a graduate degree. I also certify that work equivalent to the work performed by him/her at the Waisman Center is required of all candidates for this degree as a condition to receiving such degree and that the work performed is directly related to the degree program.

Signature of PI or Supervisor	Date