

Part A is to be completed by the hiring unit once a position has been advertised and a foreign national has been identified as the successful candidate. Once completed, attach copies of the job postings, list of publications/media and dates posted and submit to your Human Resource Consultant.

Part B will be completed by NASA and returned to the hiring unit via the Human Resource Consultant.

For assistance with this form, please contact Academic Services at academic.services@ualberta.ca.

To find your HR Consultant
visit: <http://www.hrs.ualberta.ca/Contacts/Consultants>

Part A - Position Details (to be completed by the hiring department)

Name of Foreign National _____ Hiring Unit _____

Contact Person in Hiring Unit _____ Phone Number _____

HR Consultant _____ Phone Number _____

Title of Support Staff Position being offered to the Foreign National _____

Position Number _____ Grade _____

Note: If advertising did not take place, attach the rationale for offering the position to a foreign national.

Part B - Comments (to be completed by NASA)

Does the wage and benefit package offered to the foreign national comply with the NASA staff agreement? Yes No

Are the requirements/qualifications standard for the position in question? Yes No

Have NASA members had the opportunity to apply for this position? Yes No

Does NASA support the University of Alberta hiring the foreign national for the above mentioned position? Yes No

If you answered "No" to any of the above questions, please provide a brief explanation:

NASA Representative Authorization

Name _____ Phone Number _____

Signature _____ Date (yy/mm/dd) _____