

Common Credentialing - Assistant Hiring Guide – Principal Investigator

To begin please login to Common Credentialing and go to the “Assistant Hiring” Section.

Once there you will see a dashboard like the one in the screenshot below. When you first get to the dashboard it will be on your Outstanding Applications, these are application which will require your review.

To review an application click on the link for the row and it will take you to the application for your review.

The screenshot shows the 'Common Credentialing' dashboard for a Principal Investigator. The navigation menu includes 'DASHBOARD', 'IMPACT ANALYSIS', 'ASSISTANT HIRING' (selected), and 'REAPPOINTMENT'. The main content area is titled 'Research & Departmental Assistant Form' and shows a list of 'Outstanding Application' entries. A search bar is present above the table. The table has the following columns: Application Type, Department, Appointee, Dept Head, Institutions, and Created Date. The first entry is a 'Research Appointment' in the 'Medicine' department, with a link to view details. The 'Created Date' is '2021-07-23'. The page also includes a 'Feedback' section with a 'Send feedback' link and a 'Resources' section with a link to the 'Common Credentialing Guide'.

Application Type	Department	Appointee	Dept Head	Institutions	Created Date
Research Appointment	Medicine	First Name Last Name	First Name Last Name	[KHSC] [PROVIDENCE]	2021-07-23

Once in the application you will notice that you can download a PDF version of the form or Print the Form directly from this interface.

To continue the review just keep scrolling through and at the bottom you will see the information from the previous reviews including any documents that were uploaded by the Department.

Then you can approve the Application and it will move to the next step. You will also be required to provide the start and end dates for the appointment.

Please Review the Application and submit your application approval by clicking the Approve button at the bottom.

Application For Research Hospital Appointment

* Indicates a required field.

← Go Back

↻ Reload

↓ Download PDF

🖨 Print

Please complete the following on-line application for Research Assistant appointment.

Please note: You will be required to print and upload some documents however, you may save the partially completed application and come back to upload required documents.

LIST OF REQUIREMENTS FOR RESEARCH HOSPITAL APPOINTMENT (RHA)

I have Reviewed This Application

Approve

Once approved it will move on to the next person in the review process.