

Common Credentialing - Assistant Hiring Guide - Staff Admin

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.

/ RA-DA Dashboard

Research & Departmental Assistant Form

Outstanding Application In-progress Completed Application

Search: Show 10 entries

Application Type	Department	Institution	Created By	Appointee	Created Date
Research Appointment	Medicine	KHSC	Scott Berry	First Name Last Name	2021-07-23

Showing 1 to 1 of 1 entries First Previous 1 Next Last

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.

/ RA-DA Dashboard / Application form

Please Review the Application and finish the Hiring process by clicking the Approve or Decline button at the bottom.

Application For Research Hospital Appointment

* Indicates a required field.

Go Back Reload Download PDF Print

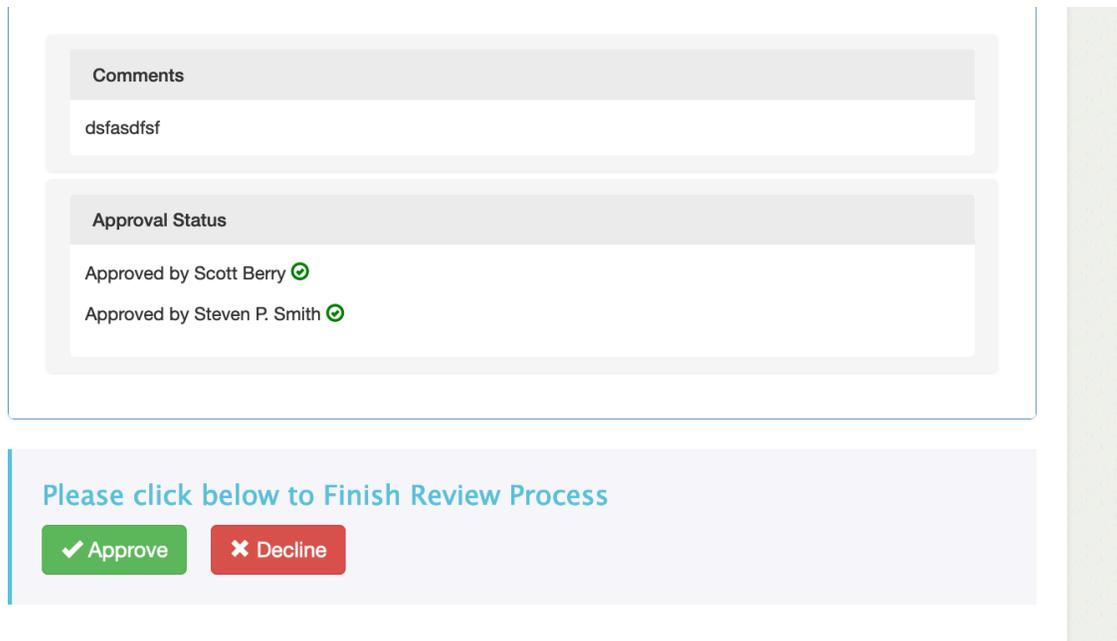
Please complete the following on-line application for Research Assistant appointment.

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.

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.

If there is a problem with the application, then you can decline it and it will go back to the department. The department can facilitate the changes by sending it back

If everything looks good you can approve the Application and move to the next step.



The screenshot displays a review interface with two main sections. The first section, titled "Comments", contains the text "dsfasdfs". The second section, titled "Approval Status", shows two approval entries: "Approved by Scott Berry" and "Approved by Steven P. Smith", each followed by a green checkmark icon. Below these sections is a light blue banner with the text "Please click below to Finish Review Process". Underneath the banner are two buttons: a green "Approve" button with a white checkmark icon and a red "Decline" button with a white 'x' icon.

Once approved you can download and completed the security PDF, specify the term details and Generate an Offer Letter.

You can edit the end dates here IF there were changes since the Principal Investigator OR Department entered the information. Otherwise you can just leave the dates that were provided. These dates will appear on the Offer Letter.

/ RA-DA Dashboard / Application Form / Offer Letter Dates

Application Type	Research Assistant
Hospital Department	Medicine
Appointee Name	First Name Last Name
Appointee Email Address	firstnamelastname@kingstonhsc.ca
Principal Investigator	Principal Investigator

Please click the link below to download a PDF form. Fill it out and the send it to Security.

[Security PDF](#)

Please enter the following information to generate and print the "Offer letter"

Renewable Term?* Yes No

Start Date* 

End Date* 

[Generate Offer Letter](#)

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When the offer letter is generated, you will be able to download or print it right away and confirm and finalize the approval. You will be able to access it again later.

/ RA-DA Dashboard / Application Form / Offer Letter Dates / Confirmation

[← Go Back](#) [Download PDF](#) [Print](#) [Confirm Approve](#)



**Kingston Health
Sciences Centre**
Centre des sciences de
la santé de Kingston

Jul/ 23/ 2021

First Name Last Name
c/o Dr. Principal Investigator
Department of Medicine
Kingston Health Sciences Centre

Dear First Name Last Name,

I am writing to inform you that your application for Research Assistant privileges to work in the Department of Medicine has been approved. You will be supervised by Principal Investigator

This appointment is effective Jul 15 2021 and is renewable on Jul 21 2021

Once finalized the application will move to the “Completed” tab and you will be able to access the application and all the details for it by clicking into the application.

This is the view that displays the different information you can review for the Application including the letter of offer and uploaded files.

The screenshot displays two main sections in a light gray container. The top section is titled "Research Assistant" in a dark green header. Below the header is a blue button labeled "View Application". The main content area is divided into two columns: "Institution" with the value "KHSC" and "Approval Date" with the value "Jul 23,2021". At the bottom of this section is a green checkmark icon followed by the text "Completed By First Name Last Name". The bottom section is titled "Offer Letter" in a dark green header. Below the header is a blue button labeled "View Offer Letter". The main content area is divided into two columns: "Start Date" with the value "Jul 15,2021" and "End Date" with the value "Jul 31,2021". At the bottom of this section is a green checkmark icon followed by the text "Approved By Gina Morey". A vertical gray bar is visible on the right side of the container.

Research Assistant	
View Application	
Institution KHSC	Approval Date Jul 23,2021
✔ Completed By First Name Last Name	

Offer Letter	
View Offer Letter	
Start Date Jul 15,2021	End Date Jul 31,2021
✔ Approved By Gina Morey	