Preferred Candidate

1. **Candidate Status:**

a. Current MIT employee
b. Prior nextSource employee
c. None of these

Note: MIT students (both undergraduate and graduate) who are currently registered, or who are eligible to register, cannot be paid through MITemps; they must be paid on the MIT student payroll.

2. **Candidate Name**
   a.

3. **Candidate Birthdate**

4. **Is candidate under 18?**
   a. Yes
   b. No
5. **Candidate SSN (last 4 digits)**
   a.
6. **Candidate Personal E-mail Address (cannot be MIT email)**
   a.
7. **Candidate Home Address**
   a.
8. **Candidate Phone Number**
   a.
9. **Will this candidate be working remotely?**
   a. Yes
   b. No
10. **Is your candidate authorized to work in the U.S.?**
    a. Yes
    b. No
11. **Is this candidate currently living outside the U.S. with the intention of performing this assignment remotely?**
    a. Yes
    b. No
12. **Do you intend to have this person work temporarily outside the U.S. for more than 30 consecutive days?**
    a. Yes
    b. No
13. **Will this candidate be required to travel internationally on assignment?**
    a. Yes
    b. No

About This Job

14. Job Title

Background Check Questions

A background check is required and will be conducted by nextSource if you answer 'yes' to any of the following questions:

15. Does the position require working with minors?
   a. Yes
   b. No
16. Will the position engage directly with students in residential life?
   a. Yes
   b. No
17. Is the position assignment with the Department of Facilities?
   a. Yes
   b. No
18. Does the position grant access to any secure or sensitive facilities?
   a. Yes
   b. No

Additional Background Check Questions

If your department's standard procedure requires background checks for regular MIT employees doing similar work **and** you answer "yes" to any of the questions below, a background check is required and will be conducted by nextSource:

19. Does the position grant access to any confidential records that are protected under HIPPA?
   a. Yes, my department requires background checks for regular employees doing similar work
   b. No
20. Does the position grant access to any financial, payroll or other personnel records?
   a. Yes, my department requires background checks for regular employees doing similar work
   b. No
21. Does the position grant access to any sensitive confidential records that are protected under FERPA, such as transcripts or disciplinary records?
   a. Yes, my department requires background checks for regular employees doing similar work
   b. No

Please note:

1. If an employee has terminated employment from MIT and is later hired by nextSource to work at MIT within 30 days of termination, a background check is not required, unless the nextSource assignment is for a period in excess of three months.

2. If you intend to hire someone to work outside the U.S. for the entire assignment, or if the individual will be hired to work in MA, but their assignment will require them to work outside the U.S. for more than 30 consecutive days during the calendar year, please instruct the MIT hiring manager to seek guidance from the <u>International People Placement Team</u> (IPP) on how best to proceed.

3. Temporary staff hired by nextSource are not authorized to work outside the U.S. without the pre-approval of the MIT hiring manager and the IPP Team.

More About the Job

22. Start Date

   a.

23. End Date

   a.

24. Rate

Enter the hourly rate negotiated with preferred candidate. If you need assistance determining the hourly rate, please contact MITemps at 917-818-2339.

25. Cost Object(s)

   List cost object(s) above.

26. Job Description

   a.

Please limit your description to approximately 1,000 characters (the size of the text area above).

27. Anticipated Hours Per Week

      a.

28. Special Instructions

      a.

Prepared By

29. Preparer Name:

      a.   Riley Noone

30. Hiring Manager Name:

      a.

31. E-mail Address

32. Department Full Name

34. Time Sheet Approver Name

35. Time Sheet Approver E-mail Address