

Non-academic Staffing Request Form

General Information

Department Head: _____ Date: _____

Department: _____

Position Information

Job Title: _____ New / Replacement: _____

If replacement, for whom: _____ His / Her Job Class & salary: _____

New hire Job Classification: _____ New hire salary range: _____

New hire's start date: _____ Funding source: _____

Position Type (check all that apply):

Permanent Temporary (specify length of contract: _____)
 Casual / hourly Full-time Part-time

If temporary or casual, dates needed: from _____ to _____

Hiring Justification

Provide an explanation for this hiring request, including how this position can contribute to achieving the University's strategic priorities as identified in the University's 2013-2018 Strategic Plan and the impact of not filling this position (e.g., are there projects or priorities which will be negatively affected?). If the responsibilities of the position have the potential to increase the revenues or decrease the expenditures of the University, please provide an estimate of the impact on revenues/expenses.

Attach a detailed position description for the position.

Signature:

Department Head: _____ Date: _____

Authorization:

Vice-President: I *recommend / do not recommend* this request be approved for the following reason(s):

Name: _____ Date: _____

President: I *approve / do not approve* this request.

Name: _____ Date: _____

Please forward this form to the Director of Human Resources for processing
