

Request To Hire or Recruit Staff

The hiring manager is responsible for completion of this form and obtaining their Vice President's approval. The approved request will then be sent to Human Resources to start the recruitment/hire process.

Job title: _____

Department: _____

☐ New Position ☐ Replacement Replacement for: _____

☐ Renewal/extension of contract, has Facilities been advised of renewal/extension? ☐ Yes ☐ No

Date incumbent required: _____ Anticipated Salary Cost* _____

(*Note Salary is determined by HR and the budget manager)

Name of incumbent (if known): _____

Appointment Type

☐ Full-time permanent

☐ Part-time permanent – Specify number of hours per week: _____

☐ Contracts – Term of contract: _____

Reason for Contract: _____

☐ Secondment – Define: _____

Hiring Authorizations

Wage or salary source (s) _____ Budget Code _____

☐ Operating funds ☐ Other-please define: _____

Office space has been allocated: ☐ Yes ☐ No (If no, give reason) _____

Authorization (s) _____	_____
Hiring Manager	date

_____	_____
Vice President	date

Is ELT approval required? Yes ☐ No ☐

NOTES:
