



STAFFING REQUEST

Complete this form for ALL STAFFING REQUESTS. The collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Staffing Initiator:	EXECUTIVE DIRECTOR:	HIRING MANAGER:	DIVISION/BRANCH:
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staffing Request Information:	POSITION TITLE:	LOCATION:	FUNDED POSITION #:
	<input type="text"/>	<input type="text"/>	<input type="text"/>

PROPOSED ANNUAL SALARY:	CLASSIFICATION:	NAME OF CURRENT/PREVIOUS INCUMBENT:
<input type="text"/>	<input type="text"/>	<input type="text"/>

HOW LONG HAS THE POSITION BEEN VACANT?	REASON FOR REQUEST
<input type="text"/>	<input type="text"/>

<input type="radio"/> Regular Hire <input type="radio"/> TA/Aux	Is funding for this position covered with the division's salary budget target? <input type="radio"/> Yes <input type="radio"/> No Is the position(s) cost-recovered external to the reporting entity? <input type="radio"/> Yes <input type="radio"/> No
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Why is the position(s) vacant?

What is the nature of the role; why is the position(s) critical to be filled (ie: can duties be redistributed)

Restricted Hiring (ie: is it restricted geographically, by division, etc. explain below)

External Hiring (why should the position be recruited externally, explain below)

RATIONALE FOR RESTRICTED POSTING / EXTERNAL HIRING

eStaffing Process

- Hiring Manager completes Staffing Request form and sends to their Executive Director for approval
- Executive Director initiates eStaffing process as per flow chart below

