

REQUEST TO HIRE

Position Title: _____ Location: _____

Classification	Position Type
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- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Regular Full-time | <input type="checkbox"/> Term Full-time |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Regular Part-time | <input type="checkbox"/> Term Part-time |
| <input type="checkbox"/> Support Staff | <input type="checkbox"/> Regular Full-time Sessional | <input type="checkbox"/> Auxiliary |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Regular Part-time Sessional | |
| <input type="checkbox"/> Other | | |

Interview Committee

HR Representative: _____ TBD _____ Faculty Representative: _____
Dean/Manager: _____ Other: _____
Department Head: _____

Rationale (attach further details if required)

- NEW** Position: Explain purpose _____

- REPLACEMENT** Position: Explain purpose and duration of employment _____

- OTHER** Position: Explain purpose and duration of employment _____

Duration of Employment	Direct Instructional Period (if applicable)
Start Date: _____	Start Date: _____
End Date: _____	End Date: _____
Hours of Work: _____	Hours of Work: _____
OR	
As Required: _____	

Funding: ___-% ___ - ___ - _____ - _____ / ___-% ___ - ___ - _____ - _____

Advertising/Posting: Internal External Right of First Refusal: _____

Confirmation of Available Funding

_____ Date _____
Budget Officer

Approval

_____ Date _____
Approving Manager

IMPORTANT: If this request to hire is for a new or extraordinary position, it must be approved by a President's Council Representative.