



FAQ - Filling a Staff Vacancy

1) I need to fill a vacancy, what do I do first?

AESES and CMP Positions:

Please review the position description to ensure it is accurate and up-to-date. If you need to make any changes, now is the time to do so!

Update the position description and email the updated copy to the Job Evaluation and Compensation Coordinator and your Human Resources Consultant.

Human Resources will confirm if a classification review is required. Once confirmed, proceed with the next step in the staffing process: completing vacancy management forms.

Please note:

- If significant changes have been made or you are filling a new position, a classification review will be required to ensure the appropriate classification.
- If the PD does not need to be updated, or the changes are minor, a classification review will not be required.

IUOE Positions:

Please review the IUOE classification specification to ensure it is up-to-date. If any changes need to be made, please contact your HR Consultant.

IUOE class specs can be found on the "Classification Specifications" page of the Human Resources website: <https://www.uwinnipeg.ca/hr/class-specs.html>

2) What do I do once the position description is updated/confirmed?

New Positions

All new continuing and term positions that fall under AESES, IUOE, CMP & PSAC being paid from the **UW Operating Budget**, along with all new grant-funded continuing positions must receive Vacancy Management (VM) approval from the VPP group prior to posting by Human Resources.

All AESES, new, term, 100% grant-funded positions do not require Financial Services signatures and only require a request to fill. These do not need to go to VM for approval.

New positions require the completion of Vacancy Management forms, both the Request to Fill (RTF) and Staffing Justification forms. Position descriptions must be finalized and classified before Vacancy Management forms are completed.

Existing Positions

Existing positions no longer require Vacancy Management approval; however, a Request to Fill must be completed to initiate the posting process. A Staffing Justification form is no longer needed.

The process of completing Vacancy Management forms (Request to Fill and Staffing Justification) is as follows:

- The Hiring Manager completes both forms, signs off, and then forwards to their Dean/Director for signature. The classified position description **must** be attached to the documents. If the Dean/Director is the Hiring Manager, there is no need for a signature on the Hiring Manager line);
- Dean/Director forwards documents to the appropriate Vice-President;
- The Vice-President will review, sign and forward to Director, Budget Administration – Financial Services for budget review. Issues with respect to budget/funding will be addressed by Finance and the appropriate Vice-President.
- Director, Budget Administration to forward to the Executive Assistant, Human Resources.
- Vacancy Management forms for new positions must be into Human Resources no later than Thursday at noon, to be included on the Vacancy Management (VM) agenda. VM is sent for approval via email on Mondays that precede Tuesday's VPP meetings.

Other positions that do not require Vacancy Management Forms or Approval:

- Temporary positions (3 months or less), are not subject to the Vacancy Management process. Vacancy Management forms do not need to be completed. Approval to hire will require the approval of the VP/AVP via email prior to staffing. The Hiring Manager must initiate this request through their Dean/Director.
- AESES Student Assistant positions are not subject to the Vacancy Management process. Vacancy Management forms do not need to be completed. Approval to hire will require the approval of the VP/AVP via email prior to staffing. The Hiring Manager must initiate this request through their Dean/Director.

3) Where do I find Vacancy Management Forms?

Vacancy Management forms can be found on the “Forms” page of the Human Resources website:

<https://www.uwinnipeg.ca/hr/forms-revised/hr-forms.html>

There are two forms that require completion:

- Request to Fill for Support Staff Vacancy
- Staffing Justification (use where applicable as noted under #2).

4) What do I do with the Vacancy Management Forms?

- 1) Complete both forms in full.
- 2) Attach a copy of the updated position description.
- 3) Attain all three necessary signatures (Head of Requesting Unit, Dean/Director, and Vice-President).

Once the forms are signed by your Vice-President, their office will provide the package to the Director of Budget Administration in Financial Services for signature who will forward over to the Vice-President, Finance & Administration for final review.

Following the Vice-President, Finance & Administration's review, the forms will be submitted to Human Resources.

If you have questions or need help completing the Vacancy Management forms, please contact your Human Resources Consultant.

If you have questions about your account number, please contact Financial Services.

5) Will I be contacted by Human Resources once my Vacancy Management forms are received?

Yes, Human Resources will let you know once your forms have been received and provide a timeline as to when the position will be brought forward for Vacancy Management approval.

6) What happens after my Vacancy Management forms are received in Human Resources?

New Positions:

Once received, the forms are sent forward to the Vice-President/President Group for vacancy management review and approval.

In anticipation of approval, HR will create a draft job posting and forward to the Hiring Manager for input and approval.

For Existing positions:

HR will create a draft posting and forward to the Hiring Manager for input and approval.

7) How long does it take to receive Vacancy Management approval?

The Vice-President/President Group reviews vacancy management on a bi-weekly basis. Vacancy Management forms must be submitted to Human Resources by Thursday at noon to be included in the following week's Vacancy Management Agenda.

The Vacancy Management Agenda is sent to the Vice-President/President Group for review and approval every second Tuesday. Results are typically received by end of day on Wednesday.

Human Resources will contact you once the results are received to let you know if your position was approved.

8) My position was approved, now what?

Once the job posting is finalized and approved by the Hiring Manager, it can be posted on the Human Resources Employment website. Human Resources will work with the Hiring Manager to determine postings dates and advertising options.

Please note that the majority of positions must be posted for no less than 7 calendar days.