

Request to Fill Support Staff Position Vacancy

The position described below is: New____ Revised____ Existing____
(For budget purposes)

Employee Group: AESES____ IUOE____ CMP____

Unit/Department (as it should appear on the posting) _____

Position Title _____

Position Classification _____ Classification Review required _____

A current approved position description has been reviewed and authorized as of _____

Previous Incumbent _____ Reason for Vacancy _____ Vacancy Date _____

Number of positions to be filled _____

Position Start Date (desired date or as soon as possible) _____

Category: Full time _____ Part Time _____% Hours of work per week _____
(Variable: provide range of hours)

Status: Continuing _____ Sessional _____ Term _____
(continuing with annual layoff) (greater than 3 months, has a specific end date)

If sessional or term appointment, provide duration dates: Start _____ End _____

Salary Range: _____ Benefits & Pension ____ Benefits Only ____ Pension Only ____ None _____

Funded by Operating _____ % Grant Funded _____%

Funds Available _____ Account number(s) _____

Posting Type: Open Posting _____ Internal Candidates Only Posting _____

Hiring Manager _____ Date _____

Approved by _____ Date _____
Dean/Director

Approved by _____ Date _____
Vice-President

Approved by _____ Date _____
Director, Budget Administration

Vacancy Mgmt. Approval Required _____ Vacancy Mgmt. approval not required (For information only) _____