

# Request to Fill for Support Staff Position Vacancy

The position described below is: New [ ] Revised [ ] Existing [ ]

Employee Group: AESES [ ] IUOE [ ] CMP [ ]

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

Position Title (leave blank if same as classification) \_\_\_\_\_

Position Classification \_\_\_\_\_ Classification review is required [ ]

A current approved position description has been reviewed and authorized as of \_\_\_\_\_  
Date

Previous Incumbent (if any) \_\_\_\_\_  
Name Reason for Vacancy Vacancy Date

Position start date (desired start date or as soon as possible) \_\_\_\_\_

Number of positions to be filled \_\_\_\_\_

Category: Full-time [ ] Part-time [ ] \_\_\_\_\_% Hours of work per week \_\_\_\_\_  
(Variable: provide range of hours)

Status: Continuing [ ] Sessional [ ] Term [ ]  
(Continuing with annual lay-off) (Greater than 3 months, has a specific end date)

Temporary [ ] Casual [ ]  
(Less than 3 months)

If sessional, term or temporary appointment, provide duration dates: Start \_\_\_\_\_ End \_\_\_\_\_

Funded by Operating \_\_\_\_\_ % Grant Funded \_\_\_\_\_ %

Salary Range \_\_\_\_\_ Benefits & Pension [ ] Benefits Only [ ] Pension Only [ ] None [ ]

Funds Available \_\_\_\_\_ Account Number(s) \_\_\_\_\_  
Amount Percentage

Hiring Manager \_\_\_\_\_  
Name Date

Approved by \_\_\_\_\_  
Dean/Director Date

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1. **Attach a copy of the current approved position description. If the position description is new or recently revised, ensure an electronic copy has also been forwarded to Human Resource Services.**
  2. **Complete a Staffing Justification Form and forward, along with Request to Fill and position description, to the appropriate Vice-President for approval.**

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Vice-President

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Director, Budget Administration

Position # \_\_\_\_\_ (or new)

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Vacancy Management Approval \_\_\_\_\_ Date \_\_\_\_\_