



(To be attached to the Request to Fill Form)

1. **Is the position new/existing? If position is new, provide rationale for the position. If the position is existing, what is the reason for the vacancy?**
2. **In staffing the position for the balance of the year, will you be at budget, over budget or under budget?**
3. **Is this position externally funded (e.g. research grant, provincial funding, etc.)? Please include the amount and length of time of the funding.**
4. **What will be the impact of not staffing this position (e.g. will it affect revenue (positively or negatively), impact other staff and overtime costs, etc.)?**
5. **What alternatives have you considered and what is your recommendation?**