

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 []
(Continuing with annual lay-off) Term []
(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 _____
Amount _____ Percentage _____ Account Number(s) _____

Hiring Manager _____
Name _____ Date _____

Approved by _____
Dean/Director _____ Date _____

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)

Vacancy Management Approval _____ Date _____