

Position Requisition Form

This form must be completed by the department then forwarded to Human Resources. Please email an updated Job Description for this position to your HR contact.

Department	Position Grade	Position Title	Position #	Date Required
Reason for Job Opening		Previous Incumbent	Vacancy Date	
Employee Group		Campus	Reports to (title)	
The position being posted is: Full/Part-time Job Type		If <i>not</i> a Continuing position From date To date	Weekly Hours (Part-time only) Employee must work less than 1249 hrs per year	

Accounting Information and Budget Confirmation

*Position Budget + **Annual Anticipated Replacement
 Fringe Benefits : Cost + Fringe Benefits :
 Where is the position to be charged?

Index	Account	% of Salary (must total 100%)

How is the position being funded? *(It is the responsibility of the Budget Manager to create or amend the position budget as required.)*

Index	Account	Est. Salary

Notes:

*Position Budget is defined as the amount allotted in your budget for this position.

**Annual Anticipated Replacement Cost is defined as the yearly anticipated amount required to replace the position. Factors to consider are job market/candidate availability, experience required and internal equity.

Are there sufficient funds allocated to cover the position cost?

	Name (print)	Signature	Date (yyyy-mm-dd)
Financial Analyst (Dept Budget Mgr if no Financial Analyst exists) (all positions)			
Financial Resources - Budget Office (new positions)			

Position Authorizations/Approval to Hire *(*effective April 1, 2014 in support of budget restraint measures)*

	Name (print)	Signature	Date (yyyy-mm-dd)
Hiring Manager			
Hiring Manager's Supervisor			
VP or President: (required for all positions)			
** Position Review Committee (required <u>permanent</u> new & replacement pos'ns)			

**** positions must be accompanied by a Position Rationale Form for review by the Position Review Committee – please see included flow chart of the process and time expectations**

Position Approval Process & Principles

Purpose

The position approval process is designed to provide a careful review and ensure sound financial oversight in the hiring of new and replacement of staff and management positions. A separate approval process is in place for faculty hiring through the Office of the VPA.

Scope

The approval process applies to the hiring of all new and replacement staff and management positions at the University. The process does not apply to positions that are 100% funded through an external source.(e.g. Federal research grants)

Accountabilities/Responsibilities

Listed in order of suggested completion (please refer to flow chart for the overview of the process):

1. **Hiring Manager** for obtaining the required approvals on the Position Requisition Form, and for the completion of the Position Rationale Form if applicable.
2. **Financial Analyst (Department Budget Manager if no Financial Analyst exists)** for confirming accounting information and sufficient funding for all positions
3. **Financial Resources – Budget Office** for confirming sufficient funding is available for new positions
4. **Hiring Manager's Supervisor** for reviewing and approving the request for hire (replacement or new) in light of the Position Approval Criteria/Principles
5. **The Vice-President** (or President if applicable) for reviewing and approving the request for hire (replacement or new) in light of the Position Approval Criteria/Principles
6. The **Position Review Committee** is comprised of the AVP Human Resources and the AVP Financial Resources. The committee is responsible for reviewing all permanent replacement and new positions prior to hiring. The committee will not review limited term positions. The committee reviews the request and rationale in light of the Position Approval Criteria/Principles and provides final recommendation to hire.
7. **Human Resources** for ensuring the Position Requisition Form is complete with all the appropriate approvals prior to commencing the recruitment process.

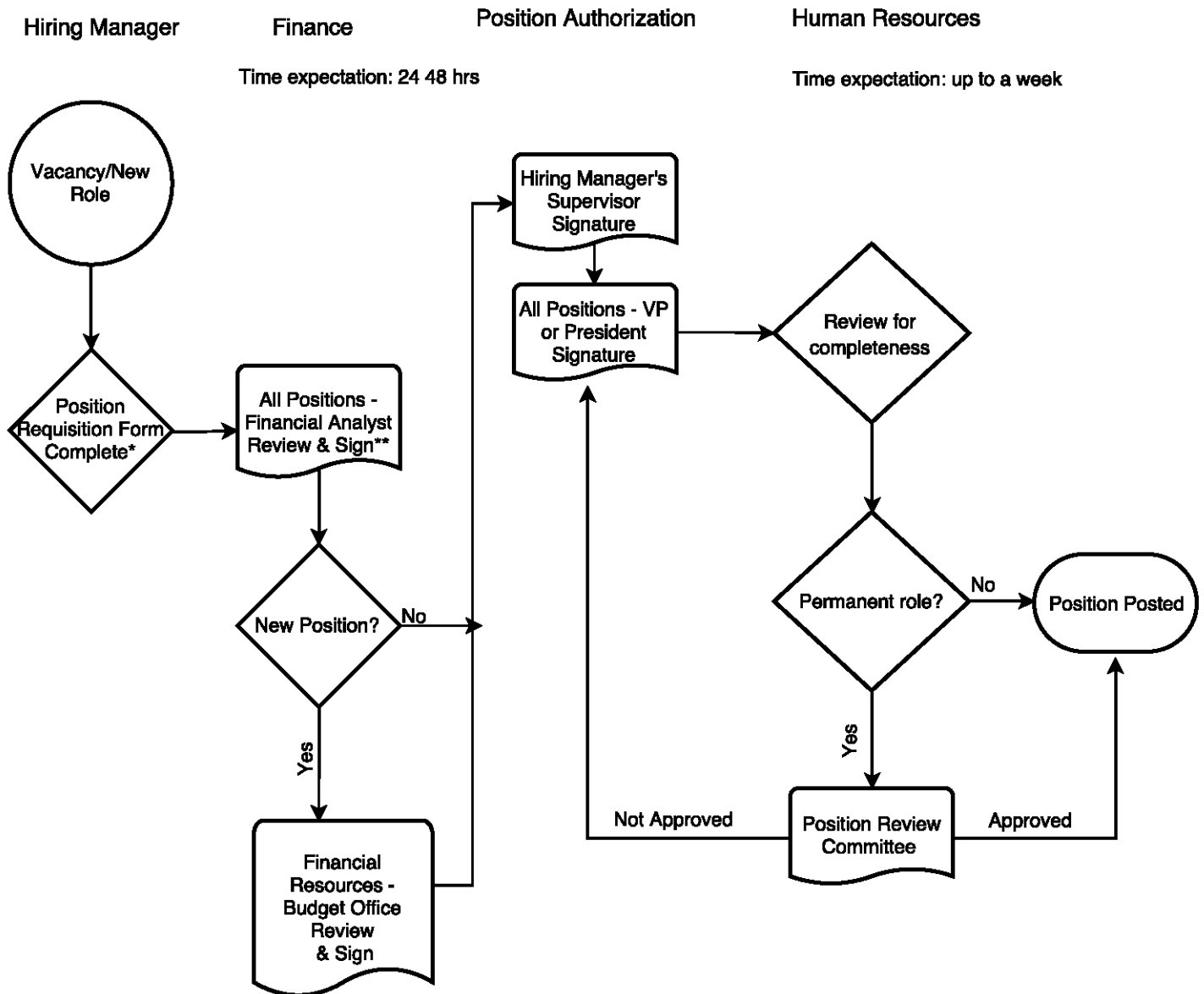
Position Approval Criteria/Principles

The following will be considered for permanent replacement and all new positions:

- The importance of the role to the overall mission/strategic objectives of the University
- The impact on service delivery, compliance or other strategic objectives if the role is not replaced
- The opportunity to leverage technology and/or process improvement to reduce or eliminate the need for the role
- The opportunity to share resources with another department/function or disperse responsibilities across other areas of the department
- The opportunity to replace the role on a part-time, limited term, or recurring basis

**opportunities that involve a reduction of hours, change from permanent to temporary status, reallocation of work, or the elimination of a position must be considered in consultation with Human Resources*

Position Requisition Process Flow Chart



* If it is a permanent role, the Position Rationale Form is required to be submitted with the Position Requisition Form

** If no Financial Analyst, then Department Budget Manager reviews and sign