

Category: Human Resources	Responsible Owner: Manager of Human Resources	Effective Date: January 2019
Form: Request Form for Non-Academic Staff Positions	Approval Body: Board of Governors	Policy Name: Hiring – Non Academic Staff Request

Instructions: <ol style="list-style-type: none"> 1. Complete the Form as indicated in the Policy 5.1 Hiring - Non – Academic Staff Request 2. Attach the job description for new/ revised positions/s. 3. Forward completed form and job description to Human Resources. 	
Position Title:	Recommended Start Date:
Hiring Department:	Supervisor’s Name:
	Title:
Work Location:	New <input type="checkbox"/> Contract <input type="checkbox"/> Replacement <input type="checkbox"/> Other <input type="checkbox"/>
Main Campus <input type="checkbox"/> North Campus <input type="checkbox"/>	Name of Person Being Replaced:
Employment Definition:	Regular Hours of Work Per Week:
Full Time, Regular: _____	35 <input type="checkbox"/>
Full Time, Contract – Duration _____	17.5 <input type="checkbox"/>
Part Time, Regular: _____	Other: _____
Part Time, Contract - Duration: _____	
JUSTIFICATION	

Instructions:

1. Complete the Form as indicated in the Policy 5.1 Hiring - Non – Academic Staff Request
2. Attach the job description for new/ revised positions/s.
3. Forward completed form and job description to Human Resources.

a) Identification of goals and tactics to be accomplished:

b) Description of relationship between goals and job duties

c) Explanation of why the goals and objectives cannot be completed without the new position.

d) Benchmark information if applicable

e) If this request related to a workload increase. Yes No

If Yes, please provide explanation including efforts to streamline processes to avoid adding staff.

f) Additional comments

To be Completed by Human Resources Only

Estimated Salary Range for the Position

\$ _____ / \$ _____

CONSULTED WITH THE FINANCE COMMITTEE

BoG Rep Signature:

Date: