



JUSTIFICATION FOR HIRE (NON-ACADEMIC)

This form replaces the *Authorization for Recruitment* form and must be completed for approval of hiring into positions six months or greater in duration including: permanent and contractual (advertised and non-advertised) positions; and contract extensions (GRANT-FUNDED/EXTERNALLY-FUNDED POSITIONS ARE EXCLUDED). This form must be accompanied by a *Request to Fill*.

Position Information		
Position No.	Faculty/School/Department	
Position Title	Band Level	
Rationale for hiring:		
<p>Please include the following as applicable:</p> <ul style="list-style-type: none"> • impact on health and safety • how the position is necessary to meet legislative and compliance obligations • how the position is necessary for minimum service delivery requirements • how the vacancy has a demonstrable impact on operations for the unit/university • how the position aligns with the unit Administrative Staffing Plan/Strategic Plan 		
FUNDING INFORMATION		
Position Funded through:		
New Budget Allocation <input type="checkbox"/> Permanent Position Funding <input type="checkbox"/> Employee on Leave <input type="checkbox"/> Other vacant position <input type="checkbox"/>		
Employee being replaced:	Is this a contract extension?	If contractual, is it backfilling a permanent position?
Source of Funds: Operating (includes Strategic Initiatives (SI)) <input type="checkbox"/> Cost-shared with another unit <input type="checkbox"/> Revenue - based <input type="checkbox"/>		

Vice-President/President Approval

I have reviewed the above request and I:

Approve Do not approve Hold Submit to HR to review position

Vice-President/President signature

Date

Hiring Process (for positions 6 months or greater)

1. Unit prepares *Justification for Hire AND Request to Fill* form
2. Forms are submitted, along with the job description or draft advertisement to the unit's reporting portfolio Vice-President/President (as applicable) for approval.
3. Hiring request is reviewed and approved by portfolio Vice-President/President (or delegate) and forwarded along with the *Request to Fill* to the Department of Human Resources
4. Hiring request is NOT approved. Request is returned to Unit.
5. Request may be held for approval pending further information in which case Vice-President/President (or delegate) will notify the requesting unit, and the Department of Human Resources as necessary.