



UNIVERSITY OF TORONTO

Notice of Posting Form

- Professional & Managerial Staff USW UNITE HERE!
- CUPE 3261 OPSEU 519 Other _____

Department and Division: _____

Position Title: _____

Position Number: _____

Salary Level/Classification: _____

Source of Funding

<input type="checkbox"/> GL	<input type="checkbox"/> Cost Centre	<input type="checkbox"/> Funds Centre
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Type of Appointment

<input type="checkbox"/> New Position OR <input type="checkbox"/> Replacement Position	Replacing:
<input type="checkbox"/> Full-Time OR <input type="checkbox"/> Part-Time _____% OR Casual	
Continuing OR Sessional OR TEMP OR Term	
Leave of Absence	From: _____ To: _____
Work Hours:	Working Days:
Additional Notes:	

Working Conditions (Travel, Overtime etc.):

Duration of the posting (Minimum 6 working days): _____

Departmental Contact Information:

1. Name of Hiring Manager: _____ Requires Taleo account setup
2. Name(s) of Collaborators:
 - i. _____ Requires Taleo account setup
 - ii. _____ Requires Taleo account setup
 - iii. _____ Requires Taleo account setup

Name of Authorizer (print):	Telephone:
Authorized Signature:	Email:
Department:	Date:

I have reviewed and approved updates of the job description with my HR Consultant.

Please contact your HR Office if you wish to post the position on additional external job boards, or if you wish to add Pre-screening Questions to your requisition.