



\*This is a fillable form

- Professional & Managerial Staff   
  USW   
  UNIFOR   
  IBEW   
  OPSEU 519  
 CUPE 3261 FT/PT   
  CUPE 3261 – 89 Chestnut   
  Other: \_\_\_\_\_

<b>Department:</b>		
<b>Position Title:</b>		
<b>Pay Scale Group:</b>	<b>Position Number(s):</b>	<b>Number of Vacancies:</b>

**Type of Appointment**

<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement Position		
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time:	% FTE/	hours per week
<input type="checkbox"/> Continuing	<input type="checkbox"/> Term	Length of Term:	
<input type="checkbox"/> Sessional	<input type="checkbox"/> Temporary	<input type="checkbox"/> Casual	Duration:
Possibility of extension <input type="checkbox"/> Yes <input type="checkbox"/> No			
Working Conditions (e.g. travel, hours of work):			

**Source of Funding**

<input type="checkbox"/> Budget	<input type="checkbox"/> Grant	<input type="checkbox"/> Recovery	<input type="checkbox"/> Ancillary Operations	<input type="checkbox"/> Other:
<b>Cost Centre:</b>	<b>Funds Centre:</b>	<b>GL:</b>		

**Funding Authorization (if applicable):**

\_\_\_\_\_

**Exit Information (if applicable)**

<b>Name of Exiting Incumbent:</b>	<b>Exit Salary: \$</b>
<b>Reason for Leaving:</b>	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer to other UofT Position
<input type="checkbox"/> Retirement <input type="checkbox"/> Involuntary termination <input type="checkbox"/> Leave:	
<input type="checkbox"/> End of Term <input type="checkbox"/> Other:	

**Authorization**

<b>Name:</b>	<b>Title:</b>
<b>E-mail:</b>	<b>Telephone:</b>
<b>Hiring Manager Name &amp; Title:</b>	
<b>Date:</b>	<b>Signature:</b>
<input type="checkbox"/> I have reviewed and approved updates of the job description with my HR Consultant/Advisor	

<b>Completed by HR</b>	<b>HR Consultant/Advisor:</b>
<b>Start Date:</b>	<b>End Date:</b>
<b>Name:</b>	<b>Requisition ID:</b>
<b>Starting Salary: \$</b>	<input type="checkbox"/> Internal <input type="checkbox"/> External
<input type="checkbox"/> Received signed LOO <input type="checkbox"/> Closed on SuccessFactors & EFile <input type="checkbox"/> Updated Organization Chart/HRIS	
<input type="checkbox"/> USW External Hiring Rationale <input type="checkbox"/> Updated Recruitment Tracker <input type="checkbox"/> Union Notification	