Authorization to Recruit (ATR) – New Non Budgeted Position (Administrative, Support, Faculty)

Use this form if the position is: (1) a new, permanent non budgeted position, (2) a new Initiatives/Opportunities non budgeted position, or (3) a new Administrative non budgeted contract. Unless indicated all sections must be completed in full (all applicable fields)

LOYALiST COLLEGE

Date Submitted:

Section 1: Complete for all Positions

School		**Department**	
Program		**Campus**	
Position Title		**Position Classification**	
Reason for ATR as New Non Budgeted Position		**# of Hours for Position**	
Assignment Start Date		**Assignment End Date**	
Ongoing Assignment		**Anticipated Annual Non-Working Period**(<12 Month Position)	

Reporting Department	**Title of Hiring Manager**	**Title of Reporting Manager** *(if different from Hiring Manager)*

Section 2: Complete for all Positions

1. Explain why the position is being created and indicate how this position supports / advances the College's Strategic Plan

2. Describe the impact on the department/program/college if the position is not filled or action is delayed. (Why is hiring now a priority)

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3. Contingency Plan: Identify interim staffing plan should a qualified candidate not be identified / available within desired timeframe. Reference the department's strategic staffing plans

4. Recruitment Strategy: Identify any recommended sources of advertising

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Section 3: Complete for Academic Positions Only
5. Indicate how this position:

    a. **Advances the capacity of your school to introduce new programming or new pathways that will be attractive to domestic applicants**

    b. **Adds capacity to your school for applied research and innovation**

    c. **Advances the College's Strategic Mandate Agreement by supporting sustainable programs that contribute to corridor funding. Include historic enrolment data to confirm sustainability.**

6. Identify the essential selection criteria (knowledge, skills and abilities) necessary to meet position / program expectations. These include:

a. Knowledge:

b. Skills:

c. Abilities:

d. Credentials:

e. Experience:

f. What additional selection criteria would be preferred?

Additional Space for Answers (If Required)

Section 4: Signature of Hiring Manager		
Hiring Manager		
Name	**Signature**	**Date**

Section 5: To be completed by People and Culture Advisor

Complete for Administrative and Support Positions

Job Description (PDF / JFS)		Job Evaluation	
Effective Date of Job Evaluation		Payband/Step Result	

People and Culture Advisor		
Name	**Signature**	**Date**

Section 6: To be completed by Finance

Department Cost Centre	

Costs (current Fiscal)

Wage		Benefits		Total	

Annualized Cost

Wage		Benefits		Total	

Role Exists in Current Business Plan		Additional Information	
Regular Operating Budget		If No, please identify source of funds	

Finance		
Name	**Signature**	**Date**

Section 7: Signatures

SVP/VP/ED

Name	Signature	Date

President & CEO

Name	Signature	Date

Completed, fully signed document to be returned to the People and Culture Advisor to begin the recruitment process

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