

Authorization to Recruit/Assign  
 ATRA – (Support & Admin OTFT  
 Contracts)



Unless indicated all sections must be completed in full (all applicable fields)

Section 1: Complete for all Positions								
School			Department					
Program			Campus					
Position Title			Position Classification					
Position Classification Definition: <i>(will auto populate based on the Position Classification selection above)</i>								
Reason for ATRA			Position Cost Centre					
Assignment Start Date			Assignment End Date					
Scheduled Hours/Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Assignment Notes								

Reporting Department	Title of Hiring Manager	Title & Name of Reporting Manager <i>(if different from Hiring Manager)</i>

Section 2: If this is a Temporary Backfill or Replacement Position:	
<i>Note: To begin the permanent recruitment process (permanent positions only) also complete an ATR (Strategic Ask/Approved Position form).</i>	
Previous Employee	Vacancy Date
Reason for Replacement	

<b>Section 3: If this is a New Position:</b>	
<b>Explain why the position is being created and indicate how this position supports / advances the College's Strategic Plan</b>	

<b>Section 4: Recruitment/Appointment Requirements</b>	
<b>Status for this position:</b>	
<b>If individual is identified please provide the following information:</b>	
<b>Name of Individual to Offer Position to:</b>	
<b>Contact Email for Individual (if external)</b>	
<i>Note: Please include a current resume for above indicated individual (if not a current Loyalist College employee only)</i>	

<b>Section 4: Hiring Manager Signature</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>Section 5: To be completed by People &amp; Culture Advisor</b>			
<b>Job Description (PDF / JFS)</b>		<b>Job Evaluation</b>	
<b>Effective Date of Job Evaluation</b>		<b>Payband/Step Result</b>	

<b>People &amp; Culture Advisor</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b>Section 6: SVP/VP/ED Signature</b>		
<b>Complete for Administrative Positions</b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

*\*Completed, fully signed document to be returned to the People and Culture Advisor to begin the recruitment or offer letter process\**