

Authorization to Recruit/Assign
 ATRA – (Support & Admin
 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: <small>(will auto populate based on the Position Classification selection above)</small>								
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 <small>(if different from Hiring Manager)</small>

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

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

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

Section 4: Hiring Manager Signature		
Name	Signature	Date

Section 5: To be completed by Human Resources Advisor			
Job Description (PDF / JFS)		Job Evaluation	
Effective Date of Job Evaluation		Payband/Step Result	

Human Resources Advisor		
Name	Signature	Date

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

Completed, fully signed document to be returned to the Human Resources Advisor to begin the recruitment or offer letter process