

Authorization to Recruit (ATR) – Strategic Ask and Approved Positions

(Administrative, Support, Faculty)

**Use this form (1) if the position has been budgeted and approved by CET, (2) if it is a permanent replacement for a permanent position, or (3) a replacement for an Administrative Contract or I/O position. Unless indicated all sections must be completed in full (all applicable fields)*



Date Submitted:

Section 1: Complete for all Positions			
School		Department	
Program		Campus	
Position Title		Position Classification	
Reason for ATR		# 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 <i>(if different from Hiring Manager)</i>

Section 2: If this is a Replacement Position:	
Previous Employee	Vacancy Date
Reason for Replacement	
Detail Notes	

Section 3: If this is a New Position already Budgeted and Approved by CET	
Date of Approval:	

Section 4: Hiring Manager Signature		
Name	Signature	Date

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

Human Resources 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					
Regular Operating Budget					

Finance		
Name	Signature	Date

Section 7: SVP/VP/ED Signature		
Name	Signature	Date

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