

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)*



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

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

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 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		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 Human Resources Advisor to begin the recruitment process