

Authorization to Recruit/Assign
 ATRA – (Support & Admin Contracts;
 Curriculum Development & Facilitator
 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			Drop Down:			Position Cost Centre		
Assignment Start Date			Assignment End Date					
If the Position does not have regular scheduled hours on a weekly basis leave schedule blank								
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	

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 5: Hiring Manager Signature		
Name	Signature	Date

Section 6: To be completed by Human Resources Advisor			
Job Description (PDF / JFS)		Job Evaluation	
Effective Date of Job Evaluation		Payband/Step Result	
Name	Signature	Date	

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

Section 8: President & CEO Signature		
Name	Signature	Date

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