

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	
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				
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 process