

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
EMPLOYEE REQUEST FORM**

<b>1. POSITION INFORMATION: (completed by Hiring Department)</b>		<b>HR USE ONLY:</b>	
Position Title: _____		Posting #: _____	Position #: _____
Is this a New FTE? (check one):	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, whom is it replacing? _____	
Status:	Hours per week: _____	Definition (check one):	Employee Class (check one):
<input type="checkbox"/> Full Time		<input type="checkbox"/> Regular	<input type="checkbox"/> CUPE
<input type="checkbox"/> Part Time	P/T Schedule: Sun... _____	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Director
	Mon _____	<input type="checkbox"/> Term	<input type="checkbox"/> Exempt
	Tue _____	<input type="checkbox"/> Stipend	<input type="checkbox"/> Faculty
	Wed _____		<input type="checkbox"/> Other
	Thu _____		
	Fri _____		
	Sat... _____		
Proposed Start Date: _____		Program/Department: _____	
Proposed End Date: _____		College: _____	
Immediate Supervisor: _____		Immediate Supervisor Reports to: _____	
Charged to: _____	Fund: _____	Org: _____	Account: _____
			Program: _____
Budget Holder: _____		Signature: _____	Date: _____
<b>2. RECRUITMENT SOURCES: (completed by Hiring Department). Note: Approval is required by authorized budget holder.</b>			
<b>List Web Sites for Advertising:</b>		<b>List Publications for Advertising:</b>	
<b>Web Site</b>	<b>Cost</b> (HR to complete)	<b>Publication</b>	<b>Cost</b> (HR to complete)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>3. POSITION CONTROL: (completed by Human Resources)</b>			
Salary Grade (if applicable): _____ Salary Range: \$ _____ to \$ _____			
Effective date of last PDQ evaluation: _____			
Additional Information: _____			
<b>4. BUDGET CONTROL: (completed by Finance Department)</b>			
Budget/Research Analyst: _____		Date: _____	
<b>5. APPROVAL TO RECRUIT:</b>			
Dean/Director: _____		Date: _____	
President/Provost/Vice President: _____		Date: _____	

6. HIRING COMMITTEE:			
1. Chair:	2.	3.	
4.	5.	HR Rep (for non-faculty positions):	
7. SHORT LIST: (completed by Hiring Committee)			
<i>List the name and sex of each person selected to be interviewed and attach résumés or curriculum vitae. Then submit to appropriate department for authorization prior to interviews</i>			
Name:	Sex:	Name:	Sex:
<p><b>Authorization to Interview:</b> Provost (Faculty): _____ <b>OR:</b> Director of HR (Non-Faculty): _____  Dean's Review (Faculty): _____</p> <p><b>UNBC Policy: Canadian Preference</b></p> <p><i>In accordance with Canadian government requirements, preference in hiring will be given to Canadian Citizens and Permanent Residents (i.e. those legally entitled to work in Canada).</i></p> <p><i>NOTE: "Statement of Eligibility to Work in Canada" forms must be submitted by all external candidate(s) prior to interviews.</i></p>			
8. SUCCESSFUL CANDIDATE: (completed by Hiring Committee)			
Committee Recommends: _____			
Is this candidate employed in any other capacity at UNBC? Yes (Please specify) _____ No _____			
Desired Start Date: _____ Desired End Date: _____			
Recommended Salary/Hourly Rate and/or Stipend: _____			
9. APPROVAL TO HIRE:			
Dean/Director: _____		Date: _____	
Provost/Vice President: _____		Date: _____	
President: _____		Date: _____	
(Note: Required for positions at the managerial level and higher)			
<b>Positions at the Deans, Directors, tenure/tenure-track levels or higher must be approved by the Board of Governors.</b>			