## UNIVERSITY OF NORTHERN BRITISH COLUMBIA EMPLOYEE REQUEST FORM

1. POSITION INFORMATION: (comp	HR USE ONLY Posting #:	:		
Position Title:			Position #:	
Is this a New FTE? (check one):	Yes □ No □	If no, whom is it replaci	ing?	
Status:         Hours per week:           Full Time         P/T Schedule: Sun           Mon            Tue            Wed            Thu            Fri            Sat		Definition (check one):  □ Regular □ Seasonal □ Term □ Stipend		iployee Class (check one) CUPE Director Exempt Faculty Academic Services Hourly (timesheets required) Salaried (no timesheets)
Proposed Start Date:		Program/Department:		
Proposed End Date:	Faculty:			
Immediate Supervisor:	Immediate Supervisor Reports to:			
Charged to: Fund:	Org:	Account:		Program:
Budget Holder:	Signature:	Date:		
List Web Sites for Advertising:  Web Site	Cost (HR to complete)	List Publications for  Publication  ———————————————————————————————————	Auvertioning.	Cost (HR to complete)
3. POSITION CONTROL: (complete	d by Human Resource	es)		
Salary Grade (if applicable): Effective date of last PDQ evaluation: Additional Information:				
4. BUDGET CONTROL: (completed	by Finance Departme	ent)		
Budget/Research Analyst:			Date:	
5. APPROVAL TO RECRUIT:				
Dean/Director:			Date:	
President/Provost/Vice President:		Da	ate:	

6. HIRING COMMITTEE:								
1. Chair:	2.			3.				
4.	5.			HR Rep (for non-faculty positions):				
7. SHORT LIST: (completed by Hiring	g Committe	e)						
List the name and sex of each person selected to be interviewed and attach résumés or curriculum vitaes. Then submit to appropriate department for authorization prior to interviews								
Name:		Sex:	Name:		Sex:			
Authorization to Interview: Provost (Faculty): OR: Director of HR (Non-Faculty): Dean's Review (Faculty): UNBC Policy: Canadian Preference  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).  NOTE: "Statement of Eligibility to Work in Canada" forms must be submitted by all external candidate(s) prior to interviews.  8. SUCCESSFUL CANDIDATE: (completed by Hiring Committee)  Committee Recommends:								
Is this candidate employed in any other capacity at UNBC? Yes (Please specify)								
Desired Start Date: Desired End Date:								
Recommended Salary/Hourly Rate and/or Stipend:								
9. APPROVAL TO HIRE:								
Dean/Director:	Date:							
rovost/Vice President: Date:								
President: Date: Date:								
Positions at the Deans, Directors, tenure/tenure-track levels or higher must be approved by the Board of Governors.								