

PERMANENT STAFFING REQUEST FORM

NON-ACADEMIC STAFF POSITIONS



Department of
Human Resources

Please email completed Permanent Staffing Request Forms to the Department of Human Resources

New positions require a job description and position banding prior to this form being submitted

Please Note: Incorrect, incomplete or outdated forms will be sent back to the Hiring Manager

Job Title: _____ Start/Effective Date: _____

OPSEU Exempt

Band: _____ Step: _____

Hiring Department: _____

Salary Account #: _____ - _____ - _____ %

_____ - _____ - _____ %

Manager/Chair/Supervisor's Name and Title: _____

EMPLOYMENT DEFINITION AND DURATION

Duration: __ __ Weeks Months Hours of Work Per Week: __ __

Reason: _____ Name of Incumbent (if applicable): _____

If other; please provide additional details: _____

ADDITIONAL INFORMATION

Justification for Request: _____

If applicable, additional work details: _____

Explanation of Budget Source: _____

If applicable, please include details of permanent change: _____

