

RATIONALE FOR HIRING REVIEW

4. How does this position/staffing change fit within the overall staffing strategy for the department (e.g., critical to day-to-day operations and priorities, essential to the growth and success of the University, required under legislation)?

5. What approaches have been considered and/or implemented to ensure this position/staffing change is the most cost effective option (e.g., deferring/ cancelling/reassigning tasks, departmental restructuring, ROI analysis)?

6. Please indicate whether this position aligns with the following criteria and provide your rationale:

- Reputation and Quality - Protect the academic mission of the University and the quality of its programs;
- Strategic - Be strategic regarding reductions rather than across-the-board;
- Student Experience - Protect the quality of the student experience;
- Culture - Aim for reductions that have the least impact on faculty and staff or other departments;
- Risk - Minimize risk exposure; and
- Financial Sustainability - Implement initiatives that will enhance operating efficiencies or improve revenue generation.

Rationale:

APPROVALS

<input type="checkbox"/> VETTED BY HUMAN RESOURCES Name: _____ Date: _____	
SUBMITTED BY DEAN/DIRECTOR/AVP/VP Name: _____ Title: _____ Signature: _____ Date: _____	
APPROVED BY HUMAN RESOURCES Name: _____ Signature: _____ Date: _____	APPROVED BY BUDGET OFFICE Name: _____ Signature: _____ Date: _____

* Mandatory benefits (Workplace Insurance, Vacation, CPP, EI and Employer Health Tax) are required for all positions – this cost is an additional 14% (approx.) of the salary for the duration of the contract. Health/Dental benefits are required for positions that are 17.5 hours or greater per week - this cost is approximately \$450 per month – a template is available from Budget Services for estimating benefits.