



VACANT POSTING REQUISITION

Date:		Requested by:	
Sites/Base Location:		Department:	
<input type="checkbox"/> Internal	<input type="checkbox"/> Internal/External	Position:	
Union:	<input type="checkbox"/> CUPE F	<input type="checkbox"/> CUPE C	<input type="checkbox"/> Doctors MB
	<input type="checkbox"/> MAHCP	<input type="checkbox"/> MNU	<input type="checkbox"/> Out of Scope
Is this position a:	<input type="checkbox"/> Addition *	<input type="checkbox"/> Maternity Leave / Parental Leave *	<input type="checkbox"/> Replacement **
* All posting for Maternity Leave or Additions must be approved by Finance Director.		<input type="checkbox"/> Approved by Finance Director	
If Addition, describe Funding Source:			
** Replacements for a different FTE must be approved by Finance Director.		<input type="checkbox"/> Approved by Finance Director	
If a replacement, who is vacating the position? (send corresponding CN-E for person vacating)			
Indicate:			
<input type="checkbox"/> PERMANENT	FTE: _____	Current or anticipated shift _____	<input type="checkbox"/> CASUAL
NOTE: BCA postings with an FTE- will be listed per pay period for the hours plus 2 on calls			<input type="checkbox"/> CONTRACT
<input type="checkbox"/> TERM			
If term, what are the start and end dates? Start: _____ End: _____			
or Other * i.e.: 6 mths, indefinite, etc. _____		*Collective Agreements may limit the length of an Indefinite Term	
<input type="checkbox"/> Check if TERM is to cover a Medical Leave of Absence			
Qualifications cannot be changed from the position description. Any additional requirements would be added to Assets with the exception of specific dates /times required. Information for specific dates/times is put up in the top area along with the position title information.			
List any SPECIFIC HOURS and/or ASSETS that are required for this position that are not part of the standard template.			
<input type="checkbox"/> Check if the posting is bilingual* <i>Bilingual Postings must go to Comms for French Language Services and will take longer to post.</i>			
Note:			
» Posting cutoff is Friday			
» Draft posting to be returned to Manager/Director the following Tuesday for review/updates			
» Once final draft approved by Director posting to go live Thursday morning			
» Closing date for Internal posting(s) will be in accordance to Collective Agreements or if longer per request by Management			
» Closing date for Internal/External posting(s) will be 2 weeks after posting date			
» Please contact HR Assistant or the HR Manager directly for any urgent requests			
HR Department:			
Posting ID: _____		Awarded to: _____	
Posting date: _____		_____	
Posting closed: _____			

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