

**\*\*DOWNLOAD** before populating this form or you will lose your work!

**This form is required for all vacancies and is used to facilitate the appropriate approvals before a position is posted.**

**Section 1 – Position Information**

If this position has changed since it was last posted/evaluated OR it has not been reviewed within the past five (5) years, please contact [jobeval@uoguelph.ca](mailto:jobeval@uoguelph.ca) before submitting this package to HRHiring.

Please check one of the following boxes to confirm:

There are no changes to the Job Fact Sheet since it was last posted or evaluated (if you are unsure, contact [jobeval@uoguelph.ca](mailto:jobeval@uoguelph.ca)).

Changes have been made to the Job Fact Sheet (which are highlighted or marked with track changes).

**Reason for Vacancy:** Please check the appropriate box:

**Net-New**

**Existing**

- Regular Full-time
- Temporary Full-Time -24mo or greater
- Temporary Full-Time -Less than 24mo
- Continuing Limited Term/Hosp LFT
- Part-time

**If an Existing Position**, check the appropriate box:

Retirement, Resignation or Termination

Secondment

Authorized LOA\*

(\*can include: parental leave, personal leave of absence, salary deferral, education leave, long term disability, short term disability or sick leave etc.) Name of previous incumbent:

If applicable, list the exiting employee's last day with pay (MM/DD/YYYY):

**Position Information:**

Position Title:

Employee Group:

College/Directorate:

Department #:

Position # (if applicable):

Salary Band:

Department:

If this is a Temporary Full-time position, please complete one of the two fields below:

Covering position #:

Project or Program Name:

If Temporary Full-Time or Part-Time please confirm target start/end dates (if applicable):

Start Date:

End Date:

## Competition Information:

Hiring Manager:

Extension:

Email:

Department Contact\*:

Extension:

Email:

\*Receives all correspondence and updates related to this competition including the application package.

Target Posting Date (MM/DD/YYYY):

Posting Length (if P&M):

1 week

2 weeks/>

Will external advertising be required? All positions will be posted on the UofG webpage

NO

YES (a member of HR will be in contact to discuss options and costs)

## Section 2 - Rationale

**Note:** If more space is required, please attach a separate typed page.

1. Please rationalize your position. Why should this position be filled and what are the consequences if this position does not get filled?

2. Is there any additional information that supports the request to fill this position?

### Section 3 - Budget and Funding

Check this box if this job is wholly or partially funded through the OMAFRA and University of Guelph Agreement.

For all **new** established positions and all **contractual** appointments, please provide the payroll distribution coding.

	Fund	Unit	Grant	Project	Object	Distribution %
Account 1:						
Account 2:						

Title of Grant/Trust Fund(s): \_\_\_\_\_

If Grant/Trust: Confirm that a partnership agreement or funding letter is attached to package.

NO YES

How is this position being funded? (For positions **24 months or greater** only)

Check if same as previous incumbent If not, please specify:

**Coding for budget journal entry** (required for NEW roles or if salary is expected to be higher than previous incumbent):

Fund	Unit	Grant	Project	Object
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**Section 4 – Required Approvals** (An approver must be either an Associate Vice President, Dean or designate. Signing Directors or Chairs must have budget accountability. By signing, the approver also authorizes any tracked changes to the Job Fact Sheet submitted with this form.)

**Where possible, please use an electronic signature.**

Name of Approver

Position Title:

Signature:

Date:

Associate Vice President Research (For OMAFRA funding only):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Budget Office will facilitate Vice President approvals where required (net-new positions including TFT 24mo/>)

Where applicable, first consideration of all vacancies will go to redeployment candidates and employees requiring accommodation.

Please submit this form with all other required documentation to: [hrhiring@uoguelph.ca](mailto:hrhiring@uoguelph.ca)