

POSTING REQUEST FORM

Instructions:

Use this form to capture all required information for a New / Replacement position. Please complete all sections.

Contact Finance (your Budget Financial Analyst Liaison) and Human Resources (Recruitment Services Advisor) as required.

When complete, send to Human Resources for further processing.

A. POSITION INFORMATION

1. Requestor Information:

Department: _____

Contact Name: _____

Local/Phone #: _____

2. Campus of Position: (check all that apply)

☐

Abbotsford

☐

Chilliwack

☐

Clearbrook

☐

Mission

☐

Hope

☐

3. Appointment Duration:

Start Date: (anticipated) _____

End Date: (if applicable) _____

Total Hours/Week: _____

Total Months/Year: _____

Hours of Work: (if outside of regular working hours) _____

% Full Time: _____

4. Reason for Request: (check one)

☐

Vacancy

☐

Sick Leave

☐

Mat/Pat Leave

☐

Extend Mat Leave Accom

☐

Other: _____

☐

New Position

☐

One Time Funding

☐

Sabbatical Leave

☐

Education Leave

Name of Incumbent: _____

5. Budget Information:

Proposed Position Title: _____

Budget Code: _____

Other Funding Information: _____

6. Employee Group:

Staff

☐

Temporary

☐

Permanent

☐

Director

Faculty

☐

Permanent

☐

Director

☐

Limited Term

☐

Sessional

☐

Hourly

Excluded

☐

Temporary

☐

Permanent

B. ADVERTISING INFORMATION *Please contact Human Resources to discuss advertising options.*

☐

Internal Only (UFV Website & UFV Today)

☐

Other Advertising (provide details below)

☐

Local Papers (Abbotsford, Chilliwack, Mission & Langley)

☐

Workopolis (online version of Vancouver Sun)

Name of

Publication(s): _____

C. APPROVALS

Supervisor / Dept Head

Name

Signature

Date

Dean / Director

VP / Exec Director

To be completed by Human Resources & Finance

Abbreviated Title: _____

Long Title: _____

Salary Scale: _____

Employee Class: _____

Position Number: _____

Position is:

☐

Benched

☐

Classified

Posting Number: _____

CONFIRMATION:

Human Resources

Finance

Name

Signature

Date