



*For non-BUFA positions: Have you reviewed the current Job Description Questionnaire (JDQ) to make sure the duties are accurate? If you need assistance with the JDQ, contact HR.*

**STEP 1 : TO POST - VACANCY POSTINGS**

<b>Department:</b>	<b>Union/Exempt:</b>		
<b>Position Title:</b>	<b>Rank/classification:</b>		
<b>Type of Appointment:</b> <i>(check all that apply)</i>	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/> (FTE/percentage _____)	Continuing/Regular <input type="checkbox"/> Term <input type="checkbox"/> Probationary <input type="checkbox"/> Amended (See BUFA Article 7.13) <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/>

**Employment Period:** Start Date: . End Date: .

New Position       Replacing:       Term extension

**Recruitment Strategy:**      **Posting Date:** \_\_\_\_\_      **Closing Date:** \_\_\_\_\_

Advertise Internally (includes BU webpage)       Advertise Externally\*  *\*Department works with HRAdworks for external ads*

Advertise on eBrandon\*\*  **Budget Code to advertise:**

Skill-based testing to be included in posting?    Yes     No

**Rationale/Comments:**

.....

**For MGEU/IUOE/Exempt Positions: Duties/Responsibilities must be provided with this form in order for HR to create the Vacancy Posting.**

<b>Estimate Cost of Position</b> <i>(annual salary):</i> .	<b>Within approved staffing budget?</b> YES <input type="checkbox"/> *NO <input type="checkbox"/>
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**PAF Completed By:** Name:(      **\*If no, explain:**  
*The Document Originator*      **Date:**

**Required Signatures** (when emailing this Position Approval Form for signature, include ALL signatories):

<b>1: Supervisor</b> <i>(Approves content)</i> <b>Signature:</b>  <b>Date:</b>	<b>2: Director, Financial &amp; Registration Services</b> <i>(Reviews budget)</i> <b>Signature:</b>  <b>Date:</b>
<b>3: Senior Administration</b> <i>(VP (A&amp;P), VP (A&amp;F), or President)</i> <b>Signature:</b>  <b>Date:</b>	<b>4: Associate Vice-President, People &amp; Talent</b> <b>Signature:</b>  <b>Date:</b>

<b>Human Resources to complete:</b>
<b>VACANCY #:</b>



**STEP 2: TO HIRE - EMPLOYMENT CONTRACT**

**NOTE:** Step 1 of the Position Approval Form (PAF) must be completed and on file with HR prior to completing Step 2.

Completed, signed, and submitted Step 1:  Yes  No

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Department: \_\_\_\_\_ Union/Exempt: \_\_\_\_\_

Position Title: \_\_\_\_\_ Rank/classification: \_\_\_\_\_  
Step (where applicable): \_\_\_\_\_

Type of Appointment: Full-time  Part-time  Continuing/Regular  Term   
(check all that apply) (FTE/percentage \_\_\_\_\_) Probationary  Amended (See BUFA Article 7.13)   
Other (explain) \_\_\_\_\_

Reports to (position): \_\_\_\_\_ Budget Code: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

For Part-time Positions ONLY: Hours per day ->	Su	M	Tu	W	Th	F	Sa	Payroll Time & Attendance (excludes BUFA) <input type="checkbox"/>

Additional provisions to be noted in contract (ie. Sabbatical credits, workload, probationary period, etc.)

Level 2: \_\_\_\_\_  
Level 3: \_\_\_\_\_

Annual Salary: \_\_\_\_\_ Hourly rate of pay: \_\_\_\_\_

Moving allowance:  YES  NO

Documents Included with Package		Please attach all documents – check boxes that apply			
<input type="checkbox"/>	Candidate application (CV and/or Resume) <i>required</i>	<input type="checkbox"/>	Interview Schedule & Questions <i>required</i>	<input type="checkbox"/>	Official transcripts or, as applicable, professional certifications <i>required</i>
<input type="checkbox"/>	Search Committee recommendation and rationale for rank & steps <i>required</i>	<input type="checkbox"/>	Immigration information <i>If applicable</i>	<input type="checkbox"/>	Criminal Record check and/or Child Abuse Registry check <i>If applicable</i>

**Employment Contract Approval:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Supervisor** (Dean/Director)

**2. Senior Administration**  
(VP (A&P), VP (A&F), or President)

**3. Associate Vice-President, People & Talent**







**Step 2: To Hire – Employment Contract**

**How to proceed with requesting an employment contract?**

Once the recruitment process is complete, the Document Originator prepares Step 2 of the Position Approval Form (PAF). Step 2 **must** have three signatures on it before an employment contract can be prepared. In order to secure the three signatures (Dean/Director, appropriate Vice-President based on reporting line, and **Assistant Vice-President for Human Resources**), the package must have the required documents attached, including:

1. Candidate Application (CV and/or Resume) – **required**
2. Interview schedule & questions – **required**
3. Search committee recommendations – **required**, and for BUFA positions, must include rationale for rank & step
4. Official transcripts and/or professional certifications – **required**, if not attached, it will be a condition of employment in the contract. In circumstances where the position does not require a degree, related professional certifications are required
5. Criminal record check/child abuse registry check – **(if applicable) must be attached**, if not attached, it will be a condition of employment in the contract
6. Immigration information – **(if applicable) must be attached**

When the complete package has been received along with the required signatures, HR will attach Step 1 to Step 2 and then produce the contract.

**IMPORTANT TO NOTE:** Step 2 must be fully completed and all supporting documents must accompany it to avoid delays in contract preparation. Please allow 2-4 days from the time the completed Step 2 has been received in HR to the time of contract generation.

For BUFA positions, the contract will be sent to the Dean/Director for signature and then returned to HR to issue with benefits information (if applicable) to the employee.

For Exempt, MGEU and IUOE (A) & (D) positions, the contract will normally be signed by the **Assistant Vice-President for Human Resources** and issued accordingly by HR.