

HUMAN RESOURCES HIRING FORM



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

TO BE COMPLETED BY DEPARTMENT & FORWARD TO HR FOR APPROVAL:

<input type="checkbox"/> Replacement <input type="checkbox"/> New Hire <input type="checkbox"/> Secondment <input type="checkbox"/> Contract Extension			
Department:		Date (DD/MM/YYYY):	
Job Title:		Replacement for (name of employee):	
Rationale for Hiring (Replacement, New Hire, Secondment, Contract Extension):			
Budget Account Code:	Budget Salary: \$	Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (Please specify):	
	Hourly wage: \$		
Employment Status (Check one): <input type="checkbox"/> Full-Time <input type="checkbox"/> Term/Contract <input type="checkbox"/> Part-Time (Hours/Week)		Employment Group (Check one): <input type="checkbox"/> USW <input type="checkbox"/> CUPE <input type="checkbox"/> UTFA <input type="checkbox"/> Student/Casual <input type="checkbox"/> Non-Union <input type="checkbox"/> Work Study <input type="checkbox"/> Other (specify)	
Direct Supervisor:			
Request Start Date (DD/MM/YYYY):		Term/Contract End Date:	
Description of Duties (If no job description attached) :			
Department Head Approval:		Human Resources Approval:	
Date:		Date:	

TO BE COMPLETED FOR SECONDMENT OR CONTRACT EXTENSIONS (ADDITIONAL INFORMATION):

Change to Employee Assignment: <input type="checkbox"/> Secondment <input type="checkbox"/> Contract Extension <input type="checkbox"/> Other:	Employee Name (Last name, First Name):	
	Rationale for change:	From (dd/mm/yyyy):

INTERNAL USE ONLY:

Finance Approval:	Date:
Bursar & CAO Approval:	Date:
President Approval:	Date: