



HIRING INITIATION REQUEST FORM

Positions funded through grant and trust, ancillaries or donor funds do not require approval and can go directly to Human Resources

* Denotes estimated information that may change through the Request to Hire process

Date Submitted (MM/DD/YYYY):

Position Number Assigned:

*Position Title:

Fund:

Department/College/Directorate:

*Employee Type:

Complete these fields only for recruitments in-process:

Current Hiring Status:

Search #:

All existing base budget reduction targets have been addressed: YES NO Was this position included in your latest forecast submission? YES NO

¹Projected 2023/24 in-year variance (surplus +/-deficit -):

1-projected in-year variance is the difference between your projected year-end net position and your budget net position, excluding carryforward.

Hiring Rationale (check all that apply):

This position is critical to continuation of the core function of the university (e.g., compliance; safe operations; delivery of academic programs)

This position is critical to advancing the strategic priorities of the university

This position is critical for net revenue generation with significant ROI in the short-to-medium term

Other (please specify)

Please provide details to explain how the role is critical to the rationales noted above:

VP Approval for hiring (ONLY for VP External, VP Research and VP Finance & Operations):

Signature:

Date:

Budget Office Review:

Signature:

Date:

Comments:

Provost Approval to proceed with hiring:

Signature:

Date: