

Human Resources Hiring Forms Overview

Request to Fill

The Request To Fill (RTF) Form is used to gain approval for non-academic (FT/PT, contract/permanent) based hiring or status change.

- A RTF is required for all positions that are paid through payroll (with the exception of temporary part time/hourly). The approval process is as follows:
 - All RTFs along with applicable Job Questionnaire are to be first submitted to Financial Services by the requester once approved by the Dean or Director of the department or Research centre (Margot Ross for Research funded positions, Rita Blais for all other positions).
 - Finance will then conduct a budget review to ensure funding has been appropriately identified, and once approved, RTFs are then sent to HR.
 - Human Resources will then send the RTF to the appropriate Vice President or Staffing Review Committee for approval.
- If the RTF is for permanent status (either new or conversion), a new full time contract longer than 12 months, or a contract extension longer than 12 months, it must go to the Staffing Review Committee for approval.
- Upon submitting to Finance, a current Job Questionnaire or Job Fact Sheet must be included with the RTF. Approval will be delayed until this is received.
- Approximate duration of the approval path including Staffing Review Committee is 3-4 weeks. Approximate duration of approval path without requiring Staffing Review Committee is 1 to 2 weeks.
- Approved RTFs are sent to the HR Officer (or HR Partner if role is in Orillia) to draft a job advertisement or employment contract.

Employee Information Form

The Employee Information Form (EIF) is used to document and process new or changing temporary part time/hourly employment and/or changes to budget codes. All other employment changes require an approved RTF and an employment contract/offer letter (prepared by HR).

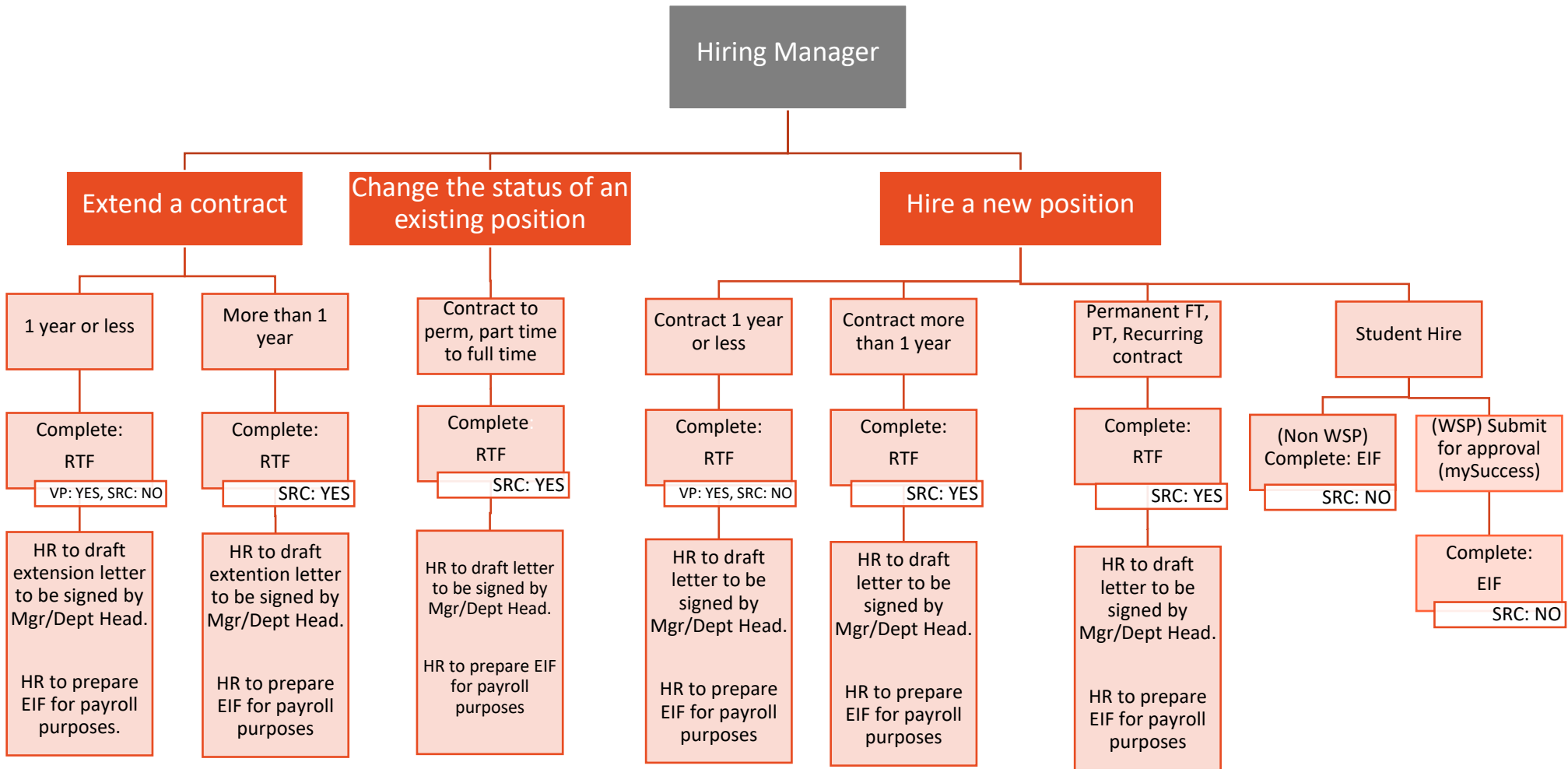
- An EIF is required when hiring or changing temporary part-time/hourly positions, or changing budget codes.
- EIFs must be signed by a person with sufficient signing authority for the hiring budget and by the employee.
- EIFs are submitted to HR for processing.

Short Term Renewal

The Short Term Renewal Form is used to extend a contract for 30 days or less.

- The short term renewal form is used to gain approval to extend a staff member 30 days or less.
- This is commonly used if the requirements of the job have not been completed during the previously approved duration. It is also used to bridge the gap if the RTF paperwork was not submitted with enough time and the individual's contract will expire prior to the RTF and EIF being approved.
- Short Term Renewal Forms can be found on the HR section of the website and are sent to HR for processing once complete.

Hiring Manager Process Map



SRC: Staffing Review Committee (approximate processing time is 2-3 weeks)

VP: Appropriate Vice-President approval is required on RTF

WSP: Work Study Program