



Recruitment Request Assessment Form

This form must be completed prior to recruiting for any faculty or staff position (excluding grant funded, sessional and student employee positions) funded through any UBC Okanagan operating budget. Deans and Associate Vice-Presidents are required to review all requests for hiring in their portfolios to ensure that the correct balance is struck between increasing fiscal savings and filling strategically important roles.

Upon completion of this form and approval by the appropriate Dean or Associate Vice-President, this form is to be submitted with a copy of a job description/role profile to ubco.hr@ubc.ca. Please do not email the Principal or Provost directly. Requests will be reviewed once a week. Once approval has been obtained, departments may proceed with posting through Workday.

In order to proceed with the hiring, the decision will need to be supported and approved by the Provost or Principal.

Complete and obtain Dean/AVP's approval

Hiring Manager Name	
Department/Area	
Vacant Position Name	
Employee Group	
Number of vacancies (if vacancies are the same position)	
Is this a replacement position or a new position?	Replacement New Position
Permanent/Temporary/Leave replacement	Permanent Temporary
If temporary, how long is the assignment (in months)? Or provide the end date of the assignment.	



If this a leave replacement posting? How long is the leave replacement for and who is on leave (provide name)?	
Is there ongoing budget for this position?	Yes No
Do you have existing working space for this position? (workstation, office, lab as applicable)	
Please provide rationale for need, including what risk you are mitigating (e.g. financial, contractual)	
If this hire is temporary , please explain why you cannot support work with existing resources.	
If the hire is permanent , please explain the rationale for the role in your business plan long term. Will this role be impacted by Workday stabilization?	
How will you onboard a new hire, including having the tools available (e.g. laptop, online resource capability and training materials online)?	
If the hiring does not proceed, how will work be completed? If adding responsibilities to an existing role, please flag financial impact to Finance Partner for budgeting, if applicable. Is there any impact to this approach that you need to engage with others on?	



Specific positions require a background check prior to hiring. Please review the information provided below for more details. Link: https://hr.ubc.ca/managers-admins/recruiting-and-hiring/background-checks?check_logged_in=1 Indicate in the boxes whether this position requires a background check.	Yes No	
What costing allocation will the background check be charged to?		
Administrative Head of Department approval (Dean/AVP) <i>To be completed by Administrative Department of Unit</i>	Attached Not Attached <i>Attach email approval</i>	
Finance Review <i>To be completed by Portfolio Finance Director</i>	<i>Budget Impact Attached by Finance Manager:</i> Yes No	<i>Finance Review Completed:</i> Yes No
Leadership Hiring Review Decision	Approved Declined	<i>Date of Approval</i>
Provost/Principal comment		
Reference #		