



Approval to Hire a Casual

1. Applicant

Approval to hire:
(check all that apply)

Stage One Priority

Stage Two Priority

No Priority – Must also complete [Appendix A: Staffing Action Rationale – Non-Priority Hire](#)

2. Job Information

Job Title: Casual -Community of Work:

Department:Start Date:End Date:

Direct Supervisor

Name:

Position Title + Number:

Employee Class:

Time Reporting:

Criminal Record Check Required:

Driver’s License Required:

Bilingual Required (testing may be required):

Allowances:

Stat Bank

Shift Work

Schedule

Weekday	Hours per day
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Hours per week:	

Financial Coding – Required for all requests

Organization	Fund	Area	Settlement	Program	PC Business Unit (Optional)	Project (Optional)	Activity (Optional)

Duties – Please select one of the options below

Option 1: Full Duties of Position #

Option 2: Partial Duties of Position #
Modified Job Description attached and submitted to Job_Evaluation@gov.nt.ca for evaluation

Option 3: Casual Position Profile (Please include a screenshot of the selected profile and duties)
Please reach out to your HR Representative to view the current Casual Position Profiles

Option 4: [Casuals Statement of Duties](#) attached and submitted to Job_Evaluation@gov.nt.ca for evaluation

For more information on the Casual Hiring Process please visit the [Online Managers' Toolkit](#) available on MyHR

3. Approvals – Please review your department’s Approval Authority document if you are unsure who can approve.

Direct Supervisor

Date

Delegated Signing Authority

Date

January 26, 2026