



Approval to Hire a Casual

1. Applicant

Approval to hire: <i>(check all that apply)</i>	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:
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Department:	Start Date:	End Date:
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Direct Supervisor	Name:	Position Title + Number:
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Employee Class:	Stat Bank	Schedule	
Time Reporting:	Shift Work	Weekday	
Criminal Record Check Required:	Monday		
Driver's License Required:	Tuesday		
Bilingual Required <i>(testing may be required)</i> :	Wednesday		
Allowances:	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