



## STAFFING ACTION REQUEST FORM

This request is being submitted by:  
(Name, Title, Department)

### General Overview of Position

If the staffing action results in a top candidate who does not hold a priority entitlement under the Indigenous Employment Policy (IEP), [Appendix A: Staffing Action Rationale - Non-Priority Hire](#) must be completed.

How do you want to fill the vacancy?

About the Position	Type of vacancy:	Length of Vacancy:
	Position title:	Position Number:
	Bona Fide Occupational Requirements: Not Applicable	
	Link to <a href="#">current Job Description</a> :	

Supervisor Name and Position Title:

Supervisors are asked to complete the Staffing Workshop training available on the ELM prior to proceeding with a competition.

Supervisor, please confirm if the training has been completed: Yes No

### Financial Coding

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

### If requesting to initiate a Transfer Assignment (TA)

Employee Information	Name of identified employee:	IEP Priority:
	Current position and department:	

### If the identified employee is not Indigenous (S1P or S2P), please provide the following information:

The conditions that preclude the department from staffing the position through a staffing competition;	
All measures taken to identify an Indigenous employee for the transfer assignment opportunity;	
The rationale for offering the transfer assignment opportunity to the employee proposed; and	
Succession planning actions that the department will undertake to ensure Indigenous persons receive priority in future Internal Career Advancement and Mobility Opportunities within the department.	

### Approvals

Please review your department's Approval Authority document if you are unsure who can approve.

Supervisor Signature:		Date (DD/MM/YYYY)	
Delegated Authority Signature:		Date (DD/MM/YYYY)	

Please note: If the submitted form is incomplete or missing required information, it will be returned to the sender. No action will be taken until all required fields are completed.