



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 current Job Description :						
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.