



*For non-BUFA positions: Have you reviewed the current Job Description Questionnaire (JDQ) to make sure the duties are accurate? If you need assistance with the JDQ, contact HR.*

**STEP 1 : TO POST - VACANCY POSTINGS**

**Department:** \_\_\_\_\_ **Union/Exempt:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Rank/classification:** \_\_\_\_\_

**Type of Appointment:** Full-time  Part-time  Continuing/Regular  Term   
*(check all that apply)* (FTE/percentage \_\_\_\_\_) Probationary  Amended (See BUFA Article 15.17)   
Other (explain) \_\_\_\_\_

**Employment Period:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**New Position** **Replacing:** \_\_\_\_\_ **Term extension** \_\_\_\_\_  
**Recruitment Strategy:** \_\_\_\_\_ **Posting Date:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_  
Advertise Internally (includes BU webpage) Advertise Externally\* *\*Department works with HRAdworks for external ads*  
Advertise on eBrandon\*\* **Budget Code to advertise:** \_\_\_\_\_  
Skill-based testing to be included in posting? Yes No  
**Rationale/Comments:** \_\_\_\_\_

**For MGEU/IUOE/Exempt Positions: Duties/Responsibilities must be provided with this form in order for HR to create the Vacancy Posting.**

**Estimate Cost of Position** *(annual salary):* \_\_\_\_\_ **Within approved staffing budget?** YES \*NO  
\*If no, explain: \_\_\_\_\_

**PAF Completed By:** Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(The Document Originator)*

**Required Signatures** (when emailing this Position Approval Form for signature, include ALL signatories):

<b>1: Supervisor</b> <i>(Approves content)</i> Signature: _____ Date: _____	<b>2: Director, Financial &amp; Registration Services</b> <i>(Reviews budget)</i> Signature: _____ Date: _____
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<b>3: Senior Administration</b> <i>(based on reporting line)</i> Signature: _____ Date: _____	<b>4: Associate Vice-President, People &amp; Talent</b> Signature: _____ Date: _____
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**Human Resources to complete:**  
**VACANCY #:** \_\_\_\_\_



To avoid potential delays with posting a vacancy and/or contract preparation, it is important to use the most current version of the Position Approval Form (PAF). Delete previous versions. The current version can always be found on the HR Forms webpage at <https://www.brandonu.ca/hr/forms/>.

***What is the purpose of the Position Approval Form (PAF)?***

The main purpose is to have a consistent and streamlined process from the point of posting a vacancy through to the time of hire. This form is used for all MGEU, IUOE (A) & (D), BUFA and Exempt positions.

For consistency and efficiency, the Position Approval Form is a fillable form, making it easier to be circulated/submitted electronically (by email).

***Step 1: To Post - Vacancy Postings***

***Who is the Document Originator?***

The Originator is the person who initiates the form, and will typically be an Administrative Assistant. The Originator and Supervisor can be the same person. The Originator emails Step 1 (and position duties/responsibilities details) to the required signatories for signing.

***Who signs the PAF?***

There are 5 signatures required for Step 1:

1. Document Originator – the initiator of the document
2. Supervisor – approves what is being submitted (content)
3. Director, Financial & Registration Services – reviews from budgeting standpoint
4. Senior Administration – based on the reporting line
5. Associate Vice-President, People & Talent – final review and approval

***What should be included in the Rationale/Comments section?***

During the Staffing Plan process, positions are filled based on the following criteria. Included in the justification section should be how your position meets these criteria, such as:

1. How the position and the department is contributing to the transition to a 15 credit hour standard teaching workload for faculty (request for faculty positions only).
2. How the position contributes to the program/service needs of the unit and University.
3. How the position contributes to attraction and/or retention of students.
4. Additional considerations, such as broader benefits to BU, Indigenous reconciliation, University reputation, community outreach, etc.



***What information is needed for posting the vacancy?***

For MGEU, IUOE (A) & (D), and Exempt positions:

1. The vacancy posting is prepared based on information provided with the Step 1. Position Duties/Responsibilities **must** be included with the PAF. Without this information, the vacancy posting cannot be prepared. *For MGEU, IUOE (A), (D) and Exempt positions, if unsure if the Job Description Questionnaire and the current duties are accurate, contact HR.*
2. Once all 5 signatories have reviewed and approved the PAF, HR will prepare the draft vacancy posting. It will be sent to the Originator for review prior to being posted. Additional relevant education and experience, software proficiencies, skill-testing requirements, etc., can be added at this time.
3. HR will post internally through the BU Admin listserve, the BU Employment Opportunities webpage at <https://www.brandonu.ca/jobs/> and on Service Canada's job bank. HR can post on eBrandon if that option has been selected and a budget code has been provided. HR will charge back to the department for the posting on eBrandon. The Originator/Supervisor coordinates with HR Adworks to facilitate other advertising options.
4. Step 1 of the PAF remains in HR pending Step 2 of the form.

For BUFA positions:

1. The Originator/Supervisor will create a draft posting based on the duties, qualifications and experience listed in the BUFA Collective Agreement.
2. The draft vacancy posting will be sent to the BUFA President (or designate) & ASSOCIATE VICE-PRESIDENT, PEOPLE & TALENT for final approval.
3. Once all 5 signatories have reviewed and approved the PAF, and the vacancy posting has been approved by BUFA and the ASSOCIATE VICE-PRESIDENT, PEOPLE & TALENT, it will be posted by HR on the BU Employment Opportunities webpage at <https://www.brandonu.ca/jobs/>. Distribution to campus is managed by the Originator/Supervisor. The Originator/Supervisor coordinates with HR Adworks to facilitate other advertising options.
4. Step 1 of the PAF remains in HR pending Step 2 of the form.

***What do the levels mean for the Payroll Time and Attendance?***

Level 2 – is the “pre-authorization” on a time sheet, designed for Admin’s to review and give approval that everything is correct on the timesheets before a Manager (Level 3) approves.

Level 3 – is typically the person with signing authority for the budget code (Deans & Directors).

**\*PLEASE NOTE\*** Level 3 approval is *REQUIRED* for a timesheet in order to process for pay.