



**(To be attached to the Request to Fill Form)**

1. **Is the position new/existing? If position is new, provide rationale for the position. If the position is existing, what is the reason for the vacancy?**
  
2. **In staffing the position for the balance of the year, will you be at budget, over budget or under budget?**
  
3. **Is this position externally funded (e.g. research grant, provincial funding, etc.)? Please include the amount and length of time of the funding.**
  
4. **What will be the impact of not staffing this position (e.g. will it affect revenue (positively or negatively), impact other staff and overtime costs, etc.)?**
  
5. **What alternatives have you considered and what is your recommendation?**
  
6. **If you are staffing a Maternity/Parental/Sick Leave, these are circumstances that may have a vacancy management impact. As a result you are requested to include a financial analysis. (Consider options of leaving position vacant for a period of time, filling position at a lower level, etc.). Please contact Mark Betcher (Manager, Pay & Benefits) for maternity/parental leave top-up costs.**