

PERSONNEL ALLOCATION REQUEST - HR-II-7

POLICY:

A Personnel Allocation Request Form (HR010) must be completed and forwarded to the Human Resources office prior to recruitment for a vacant position.

PURPOSE:

1. To ensure that positions are filled in a timely fashion with accurate, updated information.
2. To have available an expedient, orderly reference for all positions hired.

PROCEDURE:

1. Once a Supervisor/Manager/Director declares a vacancy, he/she will complete a Personnel Allocation Form, (HR010), available from Human Resources or the agency forms binder.
2. The hiring authority must complete the top section of the form, sign at "requested by", have his/her Manager/Director approve and sign at "approved by", and submit to the Director, Human Resources/designate. The Director, Human Resources will review to ensure all information is complete and (a) if incomplete, return to and discuss with the hiring authority for proper completion or (b) if complete, assign a posting or competition number, determine the method of advertising and required dates, and sign at "Human Resources Reviewed."
3. Once any advertising has been completed, Human Resources will document the names of the applicants on the Personnel Allocation Request Form or the Applicant Listing and Screening Form, as appropriate (Applicant Listing and Screening Form available from Human Resources). In conjunction with the Supervisor/Manager/Director, Human Resources will review/screen applicants, prepare for and conduct interviews, check references and as required, notify successful/unsuccessful candidates. All procurement activity shall be conducted in compliance with requirements of any applicable collective agreement, policies and procedures, and legislation.
4. Human Resources will ensure the back of the Personnel Allocation Request Form is completed in a timely manner and maintain record of the request file.

POLICY: HR-II-7
DEPARTMENT: Human Resources
CATEGORY: Human Resource Documentation
EFFECTIVE DATE: November 2019
SUPERSEDES VERSION DATED: May 2014
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RECOMMENDED BY: Director, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services Administration

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Director, Human Resources **SIGNATURE:**

A handwritten signature in blue ink, appearing to be 'S. H. ...', is written over a horizontal line. The signature is cursive and somewhat stylized.

**- OPTIONS NORTHWEST -
PERSONNEL ALLOCATION REQUEST FORM**

POLICY: HR-II-7
APPENDIX A

CLASSIFICATION: _____ STATUS: _____ NU/UNION: _____

PRIMARY AREA OF ASSIGNMENT: _____ NO. OF POSITIONS TO BE FILLED: _____

DURATION OF POSITION: A. _____ OR B. _____
TEMPORARY: START & COMPLETION DATES PERMANENT: EFFECTIVE DATE

REASON FOR ALLOCATION:

JOB REQUIREMENTS/PARTICULARS:

REQUESTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

HUMAN RESOURCES REVIEWED: _____ DATE: _____

THIS SECTION IS TO BE COMPLETED BY HUMAN RESOURCES ONLY

DATE STAMP

POSTING NUMBER (UNION POSITIONS): _____

COMPETITION NUMBER (NON-UNION POSITIONS): _____

METHOD OF ADVERTISING

NAME OF SUCCESSFUL APPLICANT(S):

DATES: _____

DATE OF HIRE: _____

POSTING CHECKLIST

√ OR N/A

- NAME OF SUCCESSFUL APPLICANT RECORDED ON PERSONNEL ALLOCATION REQUEST FORM**

- DATE OF HIRE RECORDED ON PERSONNEL ALLOCATION REQUEST FORM**

- APPLICANT LISTING COMPLETE (BELOW)**

- APPLICANT LISTING AND SCREENING FORM COMPLETE**

- APPLICATION FILED ON PERSONNEL FILE**

- EM-HR-1 PROCESSED AND COPY SENT TO FINANCE, EMPLOYEE CALLED TO SIGN**

- UPDATE APPLICABLE UNION JOB POSTING LIST AS REQUIRED**

Applicant Listing:
