**Submitted By:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Request Type:**  Request for a New Position  Request to Modify an Existing Position

**Request Details:**

Current Position Title (If existing): Click or tap here to enter text.

New/Modified Position Title: Click or tap here to enter text.

Department: Click or tap here to enter text.

Department No.: Click or tap here to enter text.

Hiring Manager: Click or tap here to enter text.

Delegate (if applicable): Click or tap here to enter text.

**Reason for Request:**

Click or tap here to enter text.

**Job Description Details**

Please refer to the supporting document, “*Student Job Index - Approved Inventory of Student Job Duties & Qualifications*” available for download from the [HR website](https://department.flemingcollege.ca/hr/information-for-managers/student-workers/), for a complete list of approved job duties and qualifications to choose from. Please specify below the selected criteria you would like to use to create your job description.

|  |
| --- |
| **List of Job Duties**  Please list job duties to be included by listing the applicable inventory No. (complete details not required, inventory No only). |
|  |

|  |
| --- |
| **List of Job Qualifications**  Please list qualifications to be included by copying and pasting from the supporting document mentioned above. |
|  |

|  |
| --- |
| **Additional Information**  Please indicate if there is any other information to be included such as equipment/uniform requirements (ie. steel toe shoes) or required travel. |
|  |

**Approval**

Submit completed form to Human Resources (hr@flemingcollege,ca) for approval.

**Date Received to HR:**

**HR Approval:**   Approved  Declined  Union Approval Required (for new content additions only)

**If declined, reason:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**Date Submitted to Union Representative:**

**Union Approval:**  Approved  Declined  N/A

**If declined, reason:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**