

General Information

Date:	DD/MM/YYYY
Position Title:	
Department:	
Manager Name:	
Form Completed By:	

Considerations

Use the following checklist to help determine the most appropriate status for the position.

Term Employment or Independent Contractor (Full-Time or Part-Time)

Which of the following describe the needs of the new position? Select all that apply.

<input type="checkbox"/>	Position is open to fill a temporary absence, such as illness or maternity leave.
<input type="checkbox"/>	Position is new and the work/project load is unclear. Before committing to a regular employment contract, the position will be re-assessed after a defined period of time when more information is available regarding workload.
<input type="checkbox"/>	Skills required to perform the new position may change. For example, there may be an initial requirement for the new hire to set strategy and make recommendations. Once the strategy has been set, the position may then require an individual with strengths in execution and ongoing maintenance and operations. Starting with a term or contract position status allows flexibility to hire a different type of individual after the initial assessment period, if required. The initial temporary hire into the position may also provide advice and recommendations for the skill set needed going forward, after the initial assessment has been made.
<input type="checkbox"/>	Scope of the position is predominantly focused on a short-term project or program.
<input type="checkbox"/>	There are concerns about the future relevance of this position in a changing landscape.
<input type="checkbox"/>	There are concerns about the availability of ongoing funding or product-line revenue source to maintain the role.



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	employment		
<input type="checkbox"/>	Regular part-time employment	Open-ended	Yes, if hours per week exceed CUSTOMIZER: insert minimum hours per week for employee to be eligible
<input type="checkbox"/>	Temporary full-time employment	Defined	Yes, provided the position is for a minimum of CUSTOMIZER: example: 12 months
<input type="checkbox"/>	Temporary part-time employment	Defined	Yes, if hours per week exceed CUSTOMIZER: number of hours/week and provided the position is for a minimum of CUSTOMIZER: example: 12 months
<input type="checkbox"/>	Independent Contractor	Defined	No benefits
<input type="checkbox"/>	Consultant	Defined	No benefits

Additional Comments

Comments	
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