

UNBC Casual Employee Requisition Form

To request a casual employee, complete this form and forward it to Human Resources (HR).
 To fulfill your request and ensure ample opportunity to meet your timelines, please provide HR with a minimum of **two (2)** weeks' notice, including requests for vacation coverages.

Department:	Fund:	Org Code:
Job Title:	Supervisor's Name:	
Replacing:	Grade/Rate:	
Start Date:	End Date:	
Casual Reports to Building:	Room:	

Start and End times to be scheduled:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
--------	---------	-----------	----------	--------	----------	--------

NOTE:

- 1) In an established and JEC rated position, the casual rate of pay shall be the rate at the start of the salary range for the grade. If a position has not been rated, the minimum casual rate shall be the rate at the start of the salary range for grade one.
- 2) Casual appointments cannot exceed four (4) months. If you anticipate the assignment to be longer than this period, please contact HR for alternate recruiting procedures.
- 3) Please forward an amended copy of this form to HR if any changes occur.

Casual's Principal Duties:

Budget Holder's Signature:	Print Name:	Date:
----------------------------	-------------	-------

Please note: It is the supervisor's responsibility to request Banner and Departmental drive access from Information Technology Services. Please create a UNBC Support case stating the specific access for this employee (support@unbc.ca).

Human Resources Use Only:

Assigned:	Start Date:
Extension:	End Date:

Miscellaneous:

Confirmation:	Spreadsheet:	Sent to EP:
---------------	--------------	-------------

UNBC Casual Employee Evaluation Form

To be completed by immediate supervisor of a casual employee at the end of each assignment

Casual's Name:	Supervisor's Name:
Job Title:	Supervisor's Local:
Start Date:	Department:
End Date:	

Assessment of Employee's Performance:

Productivity:	Excellent			Needs Improvement	
Initiative	5	4	3	2	1
Planning/Organizational Skills	5	4	3	2	1
Adaptability	5	4	3	2	1
Attention to Details	5	4	3	2	1

Comments:

Ability to Work With Others:	Excellent			Needs Improvement	
Interpersonal Skills	5	4	3	2	1
Customer Service	5	4	3	2	1
Written & Verbal Communication Skills	5	4	3	2	1

Comments:

Work Habits:	Excellent			Needs Improvement	
Reliability	5	4	3	2	1
Accuracy	5	4	3	2	1
Asked questions when appropriate	5	4	3	2	1
Attendance/Punctual	5	4	3	2	1

Comments:

_____ Supervisor's Signature: Date:	_____ Employee's Signature: Date:
--	--