**Personnel Action Request Form (PARF)**

To be completed by the hiring manager:

|  |
| --- |
| 1. **General Information**
 |
| Position Title: |  |
| Position Number: |  |
| Classification group and level: |  |
| Position Location: |  |
| Hiring Manager: |  |
| Phone Number: |  |
| Division: | Choose an item. |
| Responsibility Centre Code: | Choose an item. |

|  |
| --- |
| 1. **Classification**
 |
| Does the position already have a classified work description?* *A classified work description is required to staff term and indeterminate positions. If the position does not already have a work description, please email HR at* *HR\_RH@polar.gc.ca* *prior to submitting a staffing request.*

**[ ]  Yes** **[ ]  No** |
| Is a classification action required for this position? **[ ]  Yes [ ]  No** |
| If yes, please select the appropriate reasoning for the classification action from the drop down menu:**Reasoning**: Choose an item.**Effective Date:** Click here to enter a date. |

|  |
| --- |
| 1. **Official Languages**
 |
| Language Requirements of the Position: | Choose an item. |
| Linguistic Profile: | Choose an item. |
| Does this employee require SLE testing? **[ ]  Yes [ ]  No** |

|  |
| --- |
| 1. **Security**
 |
| Required security level for this position: | Choose an item. |

*\*Note, if this is for an Acting under 4 months, please fill the “Acting Appointment Less Than 4 Months Request”*

|  |
| --- |
| 1. **Staffing Request**
 |
| Request Type: | Choose an item. |
| Process Type: | Choose an item. |
| Staffing Action: | Choose an item. |
| Start Date: | Click here to enter a date. |
| End Date: | Click here to enter a date. |
| Employment Type: | Choose an item. |
| Weekly Schedule: | Monday **[ ]**  | Tuesday**[ ]**  | Wednesday[ ]  | Thursday**[ ]**  | Friday**[ ]**  | Saturday**[ ]**  | Sunday**[ ]**  |
| Hourly Schedule: |  |  |  |  |  |  |  |

|  |
| --- |
| 1. **Employee Information**
 |
| Name of Employee: |  |
| First Official Language: | Choose an item. |
| PRI: |  |
| Email Address: |  |
| Substantive Group and Level: |  |
| Home Organization: |  |

|  |
| --- |
| 1. **Manager Authorization**
 |
| Delegated Authority (signature)Certified that pursuant to Section 32(1) of the FAA that an unencumbered balance is available to meet his commitment. |  |
| Telephone Number: |  |
| Date: | Click here to enter a date. |
| Responsibility Centre Code: | Choose an item. |
| Activity Code: | Choose an item. |
| Project Code: | Choose an item. |

|  |
| --- |
| 1. **Finance Department Authorization**
 |
| Chief, Financial Services (signature) |  |
| Telephone Number: |  |
| Date: | Click here to enter a date. |

|  |
| --- |
| 1. **Work Duties**
 |
|  |

|  |
| --- |
| 1. **Justifications and Rationales**
 |
|  |

|  |
| --- |
| **Instructions for filling out a Personnel Action Request Form (PARF)** |
| *How to check a box:*To check a box, double click on it and a pop-up window will appear. In this new window, under the section “Default Value”, select “Checked” then click “OK”.  |
| *Section 2: Classification*This section is only to be filled out for classification requests. A justification is required for any changes made to a linguistic profile or security profile of a position.*\*If you have a staffing and classification request for the same position, please use one form* |
| *Section 3: Official Languages*This section is only to be filled out for staffing requests. The linguistic profile is always the one associated with the position. If you are unsure of the linguistic requirements of the position you are staffing, please contact your HR Advisor. If you wish to initiate a selection process to staff several positions with various linguistic profiles, please select “Various” in the dropdown menu and specify the linguistic profiles in the “Justifications and Rationales” textbox.*\*If you have a staffing and classification request for the same position, please use one form* |
| *Section 4: Security* This section is only to be filled out for staffing requests. The security profile is always the one associated with the position. If you are unsure of the security profile of the position you are staffing, please contact your HR Advisor.  |
| *Section 5: Staffing Request*Definitions:Internal – Currently a public servantExternal – Not currently a public servant (the general public)*\*Please discuss the area of selection with your HR Advisor*Staffing Action:This section is normally reserved for a staffing action pertaining to a specific candidate.Start and End Dates:Indeterminate appointments do not have an end date.*\*Please speak with your HR Advisor regarding the start and end date for specified appointments*Hourly Schedule:This section is to be filled out for casuals, students and terms employees who work on a part-time schedule. |
| *Section 6: Employee Information*This section is only to be filled out if a person has been selected for appointment. The fields PRI, Substantive Group and Level and Home Organization only need to be filled in if the employee is currently or has previously worked for the public service.  |
| *Questions:*If you have any questions regarding how to fill out a PARF, please contact HR at HR\_RH@polar.gc.ca |