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**Overview**

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|  **Overview**  | Below outlines the steps for accessing and submitting a Request to Hire Form. Please note this request form is intended for appointed positions only. As well, please refer to the *Hiring Guidelines* available on the HR site.  |

**Registration**

1. To submit a request, please visit and login: <https://hr.vicu.utoronto.ca/Secure/RequestToHire>
2. New users will be required to register as a new user (see image below):
3. You will be required to enter your UTORid, e-mail address and a new password.
4. Your new password must include:
* at least 12 characters
* at least 1 non letter or digit character
* at least 1 digit ('0'-'9').
1. Click “register” - the system will send an e-mail to confirm the registration.
2. Check your mailbox and click on the confirmation link seen in that e-mail to complete the registration.

**Request to Hire Form**

1. To submit a request, log into the application at: <https://hr.vicu.utoronto.ca/Secure/RequestToHire>
2. Fill out all required fields (see below image)





1. Click Submit. Your request will follow the approval workflow, outlined in the *Hiring Guidelines* available on the HR site.