



City Manager's Office
Paul Johnson, City Manager

People & Equity Division
Talent Acquisition
55 John Street, 5th Floor
Toronto, ON M5V 3C6

Mary Madigan-Lee
Chief People Officer

Info Line: 416-338-0016 (Option 2)
Email: workselection@toronto.ca
Website: www.toronto.ca/416

Instructions For Selecting a Temporary Work Opportunity /Assignment Using a Proxy

If you unable attend your work selection at your specified appointment time, you may authorize a proxy to select on your behalf. Please see below for more information.

Authorize a Personal Representative To Select an Assignment

You may authorize someone of your choice to represent you at your appointment to select your temporary work opportunity. For this option, you must fill out the 'Proxy Form' and 'Work Selection Preference Form' whereby you list your choices, in order of preference.

Complete and submit the 2026 Proxy Authorization and Preference Form via email to Talent Acquisition's email: workselection@toronto.ca at least two (2) days before your invite date.

Please ensure you provide your proxy with clear, sufficient choices to make a selection for you.

Additional Notes

- You must provide enough preferences so that a selection can be made for you.
- You are encouraged to view the website to see which positions are available prior to your work selection date.
- Failure to make selection arrangements will result in junior employees making their selection and will reduce your available choices.
- Forms must be submitted by no later than the day of your selection.

Once a selection is made on your behalf utilizing one of the above options, it is **final and binding**.



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2026 Proxy Authorization For Temporary Work Selection Form

I understand I may exercise my option, in seniority order, to select a temporary work opportunity / assignment. If I am not available to attend my Temporary Work Selection Appointment on the assigned date and time, and intend to select a temporary opportunity / assignment, I must complete this Proxy Authorization form.

I give permission to a representative of my choice, to attend my Temporary Work Selection Appointment and act on my behalf.

I understand that:

1. My proxy must be a minimum of 21 years of age.
2. I am responsible for my proxy attending my Temporary Work Selection Appointment at the correct date and time.
3. My proxy will be responsible to bring me the completed Work Selection Preference Form.
4. The work selection my designated proxy makes on my behalf is **final and binding**.

I understand that:

I must complete and submit the 2026 Proxy Authorization and Preference Form via email to Talent Acquisition, email: workselection@toronto.ca at least two (2) days before your invite date.

Designated Proxy Name (Please Print)

Date Signed

Designated Proxy Signature

Designated Proxy Telephone

I give permission to the above named Proxy to act on my behalf to select my temporary work opportunity / assignment.

Employee Name (Please Print)

Employee #

Employee Signature

Date Signed



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2026 Work Selection Preference Form

Below are my temporary work selection opportunity preferences with number one (1) being my greatest preference.

I understand that the opportunity selected will be based on my seniority and eligibility as indicated on my Personal Work Selection List (PWSL).

My Work Selection Preference	Job ID	Classification Selected	My Work Selection Preference	Job ID	Classification Selected
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Employee Name (Please Print)

Employee #

Employee Signature

Date Signed