

PROCEDURE FOR FILLING A VACANT POSITION

1. Receive verbal approval to begin hiring process from appropriate Director/Manager/Supervisor
2. Complete Personnel Requisition Approval Form (PRF). Attach Position Announcement (describing position in detail including qualifications, requirements and application process).
3. Send PRF packet to Human Resource office for standard formatting, review of content, correct grammar, consistency, etc.
4. If HR makes changes, hiring department will be notified.
5. The PRF packet will be sent to the appropriate Department Head/Director, Vice Chancellor for Academic Affairs (Provost) for academic positions, HR, Vice Chancellor for Administration & Finance for staff and contract professional/administrative positions, and to the Chancellor for review and appropriate signatures.
6. After the Chancellor signs, the original PRF will be returned to HR.
7. The HR Office will post the position announcement to UMW website & SilkRoad, and post on the University's HR Bulletin Board.
8. HR will take care of placing advertisements in newspapers, but departments will be responsible for placing approved advertisements in professional publications or trade magazines, etc.