

PROCEDURE FOR FILLING A VACANT POSITION

1. Receive verbal approval to begin hiring process from appropriate Vice Chancellors and/or Chancellor.
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 HR office (Patti Lake) 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/Dean, Vice Chancellor for Academic Affairs for academic positions, Affirmative Action Officer, 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, post on the University's HR Bulletin Board, and mail announcement to the HR office at other units in the Montana University System including the Colleges of Technology, Job Service, State Personnel Office, Department of Labor & Industry, Northwest American Indian Alliance, and UMW Placement Office.
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.