



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 30, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-30
Delivered via Campus Email

MEMO TO: All Faculty and Staff
FROM: Mary Lee Hodge, Vice President for Business Affairs
RE: PV PAWS and PV PATH – Two days left to Go-Live!

The Office of Human Resources is gearing up to go live on June 1, 2006, with its newly implemented On-line Position Description and Applicant Tracking Systems. The On-line Position Description system will be known as PV PAWS, or Position Attribute Web Site, and will replace the current paper Position Description Questionnaire and Request to Fill Vacant Position forms and will allow the hiring department to complete both these steps in one single action. The Online Applicant Tracking system will be known as PV PATH, or Prospective Applicant Tracking Homepage, and will allow applicants to apply for all posted positions online and enable the hiring department to review applicants and complete the hiring process online thus eliminating paper applications for employment.

The PV PAWS system is now available to departments for use to create user accounts. All departments must complete and submit an Account Profile and Electronic Document Routing Form to the Office of Fiscal Affairs before user accounts will be approved to access the PV PAWS system. Please contact Mr. Charles Washington at clwashington@pvamu.edu or at (936)857-2913 for details on the Account Profile and Electronic Document Routing Form.

Beginning June 1, 2006 paper application packets will no longer be accepted for posted positions and all applicants interested in employment will be directed to the PV PATH system which can be accessed from the University homepage or using the direct web address for the PV PATH system. Please review the University's website for updates on the PV PATH system

The live sites you may begin using June 1, 2006, are:

PV PATH – jobs.pvamu.edu
PV PAWS – jobs.pvamu.edu/hr
PV PATH and PV PAWS systems..... simple, responsive and convenient

This new system is the result of much effort on the part of you Human Resources staff. As you use the new system, please be sure to let them know your thought about the system.

xc: George C. Wright, President
Albert Gee, Director

www.pvamu.edu

Office of Business Affairs
P.O. Box 578 Prairie View, Texas 77446
Phone (936) 857-2952 Fax (936) 857-2638