

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

Attachment 1
Request to Fill Vacant Position

Vacant Position Title _____ PIN# _____
Department Name _____ Acct# _____
Job Description Please attached job description on a Position Analysis Questionnaire form.
Impact of Not Filling Position _____

Approvals Requested By _____ Recommended By _____ Approved By _____

_____ _____ _____
Budget Head Vice President President

Requested Postings

University Minimum (Campus Bulletin Boards, Texas Workforce Commission, and PVAMU Homepage on Internet)

Additional Coverage

_____ Human Resources
Name of Newspaper or Publication Use Only _____

Street Address/P.O. Box _____
Cost _____

City State Zip _____
PO# _____

_____ Human Resources
Name of Newspaper or Publication Use Only _____

Street Address/P.O. Box _____
Cost _____

City State Zip _____
PO# _____

Proposed Advertisement Attached