



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 27, 2017

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-12

Distributed via Campus Email

To: Hiring Supervisors & Initiators

From: Corey S. Bradford *Corey*  
Senior Vice President for Business Affairs

Re: Critical Hire Form Process Eliminated

In May 2014, the critical hire form was implemented to address critical hiring needs during the flexible hiring freeze. In addition, a State hiring freeze was implemented earlier this year that continued the need for the critical hire form.

The State hiring freeze has now been lifted. Effective October 1, 2017, the critical hire form process will no longer be required.

Hiring supervisors are still expected to go through their chain of command in their respective departments to seek approval for filling existing vacancies and establishing new positions before entering position requests in the PV TALENT System.

With the elimination of the critical hire form process, departments will be expected to follow all University procedures related to the hiring process. Job postings will no longer bypass the normal approval process. Hiring departments will be expected to initiate and route the job posting within the department once the position description has been approved in PV TALENT.

For additional requests related to the hiring process, please contact [employmentteam@pvamu.edu](mailto:employmentteam@pvamu.edu).

xc: Radhika Ayyar  
Employment Team