



Request to Hire Personnel (HR-1)

Department Name:

Position Title:

Replacement (budgeted) New position (budgeted) New position (unbudgeted)

Date Person Needed:

If replacement, who currently holds the position?

Date of vacancy

Likelihood of position being filled internally? Likely Unlikely

If unlikely, outside advertisement requested? Yes No

If yes, check at least one: Local newspaper Internet

Educational Publication(s) Other

Posting Dates: Beginning Ending or Until filled

(NOTE: Position must be posted for a minimum of seven (7) working days)

Minimum Pay Rate for position: Salary: <<Select One>> Hourly: <<Select One>>

Range: to per hour

Please attach the Job description (HR-2) to this request.

Department Supervisor Date Department Administrator Date

EVP Date Human Resources Date

All applications must be sent to:
Human Resources
Ohio Valley University
1 Campus View Drive
Vienna, WV 26105
humanresources@ovu.edu.