HR(07/17)

VIRGINIA UNION UNIVERSITY

PERSONNEL REQUISITION

1500 NORTH LOMBARDY ST.
RICHMOND, VIRGINIA 23220

DEPARTMENT:				
REQUEST DATE:				
REQUESTED BY:				
POSITION TITLE & NUMBER		**FULL TIME**	**PART TIME**	**TEMPORARY**
NEW POSITION	**REPLACEMENT**	**REPLACING**	**INCUMBENTS TERMINATION DATE**	
DATE NEEDED	**RECOMMENDED SALARY**	**APPROVED SALARY**	**POSITION FUNDED BY**	**BUDGET ACCOUNT NO.**
BRIEF OUTLINE OF MAJOR DUTIES AND RESPONSIBILITIES (Please be as specific as possible or add attachment P.D.)				
See attachment.				
EDUCATION LEVEL NEEDED: HIGH SCHOOL	**BUSINESS OR TRADE**	**COLLEGE**	**GRADUATE**	
OTHER - EXPLAIN				
YEARS OF EXPERIENCE	**SPECIAL SKILLS NEEDED**			

APPROVALS

RECOMMENDED BY (Name, Title & Date) _____

SENIOR VICE PRESIDENT **DATE** _____

HUMAN RESOURCES **DATE** _____

REQUESTING DIVISION/V.P. DIRECTOR **DATE** _____

TITLE III/SPONSORED PROGRAMS **DATE** _____

VICE PRESIDENT FOR FINANCIAL AFFAIRS **DATE** _____

PRESIDENT **DATE** _____

Note: All appropriate approvals must be secured prior to any commitment being made to any current or prospective employee for any new or existing position regardless of the funding sources.