



**Randolph-Macon
College**

Ashland, Virginia

Authorization to Fill Vacant Position

Requested by: _____ Date: _____

POSITION AVAILABLE: (ATTACH A CURRENT JOB DESCRIPTION)

Job Title: _____ Department: _____

Full-Time: _____ Normal Hours: _____ Months Worked: _____

Part-Time: _____ Reports To: _____

Type of Position: () Replacement of _____
name date & salary at termination

() New Hire Budgeted as of: _____

Projected Hire Date: _____ Account #(s) to Charge Salary: _____

ADVERTISEMENT:

Date to begin advertising: _____

Types of Advertising:

() Internal Posting () R-MC Website () Other _____

() Newspaper/Publications _____
list newspaper/publications

H.R. REVIEW:

Salary range for this position (to be completed by HR) \$ _____ min.
\$ _____ median
\$ _____ max.

Exempt ___ Non-Exempt ___ Recommended Starting Salary: _____

PBC Notification: _____

Reviewed by Human Resources: _____
signature

Approved by Senior Staff: _____
signature

FINAL AUTHORIZATION:

___ authorized ___ not authorized _____
President, Randolph-Macon College

PLEASE RETURN FORM TO HUMAN RESOURCES