



**RANDOLPH COMMUNITY COLLEGE  
POSITION VACANCY ANNOUNCEMENT &  
INTERVIEW COMMITTEE REQUEST**  
*(to be completed by Hiring Manager)*

HIRING MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

POSITION VACANCY TITLE (official title as it will appear on contract)  
\_\_\_\_\_

SALARY LEVEL \_\_\_\_\_ SALARY RANGE \$ \_\_\_\_\_ - \$ \_\_\_\_\_

9-MONTH       10-MONTH       11-MONTH       12-MONTH

INTERNALLY ONLY     INTERNALLY & EXTERNALLY

DIVISION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

TO WHOM SHOULD APPLICATIONS BE FORWARDED? \_\_\_\_\_

REQUESTED POSTING DATE \_\_\_\_\_  OPEN UNTIL FILLED  OTHER \_\_\_\_\_

EXPECTED DATE TO BEGIN FIRST INTERVIEWS \_\_\_\_\_

ANTICIPATED NEW HIRE START DATE \_\_\_\_\_

CURRENT/REVISED JOB DESCRIPTION EMAILED TO HR?  YES       NO

COMMENTS/INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

***Note: A job description approved by the appropriate VP must be sent electronically to HR before a PVA will be generated.***

**PROPOSED INTERVIEW COMMITTEE**

***Note: Interview Committees for exempt positions should be comprised of no less than three people and should reflect diversity in gender and ethnicity when possible.***

HIRING MANAGER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

COMMITTEE MEMBER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

COMMITTEE MEMBER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

COMMITTEE MEMBER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

***President's approval if Director level position or above:***

\_\_\_\_\_  
President

\_\_\_\_\_  
Date