

River Valley Child Development Services

Posting/Advertising Requisition

Requisitions must be received by noon Wednesday to be advertised externally the following week.

Purchase Order Number: _____ **Requisition Number:** _____
(Completed by Program Director, only if posted for a fee) (Completed by Human Resources)

Requisition Submitted by: _____
Program Director Date

Program Name: _____ **Position to Fill:** _____
Account Number: _____ **Annual Salary Range:** _____

Position Type:

Temporary
% of Time: _____
Time Frame: _____
Provisional: _____ Hourly _____ Salary
Part-Time

Replacement or Addition? _____
Replacing Whom: _____
Reason:
____ Discharge ____ Resign ____ Retire
If Addition, please explain: _____

Posting Options:

Internal
Posted for 5 work days; Employee Page & On Site
External (as specified)
Both Internal and External

Frequency/Duration (for paid postings):

1 time
2 times
Other (Specify) _____

Requested Media Source(s):

PO# _____

Free Sources:

Junior/Community College(s)
Specify: _____

College/University
Specify: _____

Paid Sources:

Newspaper(s):
Specify: _____

Paid Website Service (i.e. Indeed, Monster):
Specify: _____

Other (Specify): _____

Please note that all external positions will automatically be posted to Craigslist, Facebook (RVCDs & Program pages), Program site, RVCDs website, MU Career Services, WSAZ and Workforce WV, unless otherwise specified.

Advertising Text (Please compose your ad as you would like it to appear -- be sure to include the job title, program, location, education and experiential requirements, a brief description of the job, salary range and where and how to apply -- all applications, with the exception of those for Choices and Connect, should be sent to the HR Coordinator. All ads will end with "Must pass drug test" and "EOE - M/F/V/D," and will include a link to our website):

Other Remarks: