



_____ This document must be initiated by the Department that is recruiting. The PVA must be completed and submitted with the required signatures to the Office of Human Resources to begin the recruitment process.

- The initiating Department completes the Position Vacancy Authorization Form along with providing a copy of the job description, in Word document format.
 - o Position Vacancy Authorization Forms are available on Kentucky State University’s website, under the “Human Resources” section and are required as follows:
When creating a new position or recruiting for an existing position.
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copy of the job description, in Word document format, along with the Position