



## **Important Please Read** Before submitting Courtesy Posting Form

The University of Utah Human Resources Department **ONLY** posts Faculty, \*part time and \*\*temporary full time courtesy postings for entities that are associated with the University of Utah.

All applications will go directly to the hiring department and will not be screened for minimum requirements by Human Resources. The hiring department will need to screen each applicant for minimum requirements.

Please **FAX** completed Courtesy Posting requisition form to:

**Human Resource Service Team**  
**801-581-5571**

For a complete list of Service Team Members:

<http://www.hr.utah.edu/contact/search/>

**Staff Positions Only:** If you would like Human Resources to screen the applications and/or recruit for your position please use a Position Requisition form.

<http://www.hr.utah.edu/forms/lib/Jobreq.pdf>

Submit New Hire Paperwork **including** application and/or resume:

**Attention: Human Resource Service Team**  
420 Wakara Way, Suite 105  
Salt Lake City, UT 84108  
Phone: (801) 581-2169  
Fax: (801) 581-5571

\*Part-time is any position less than .50 FTE.

\*\*Full time temporary is any position that will last 9 months or less.

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**Request for Courtesy Posting – Faculty or Temporary Employment Opportunity**

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Job Code:\_\_\_\_\_ Job Title:\_\_\_\_\_

Department Number:\_\_\_\_\_ Department Name:\_\_\_\_\_

Target Openings:\_\_\_\_\_ Number of hours per week:\_\_\_\_\_ FTE:\_\_\_\_\_

Scheduled hours of work:\_\_\_\_\_

Employment Start Date:\_\_\_\_\_ Expected End Date:\_\_\_\_\_

Rate of Pay: \$\_\_\_\_\_

Job Duties:

Minimum Qualifications:

Preferences:

Name of person for interested applicants to contact:\_\_\_\_\_

Telephone number:\_\_\_\_\_ FAX Number:\_\_\_\_\_

E-Mail address:\_\_\_\_\_

\*\*Courtesy postings will remain open for 90 days, unless you notify your Human Resource Service Team.

\*\*Application and/or resume required for all New Hires.