

University of Utah Campus Directory Guide

Overview:

This tool, provided by the University of Utah, is specifically designed to streamline and facilitate communication with hiring departments.

Whether you're seeking to connect with a specific department or an individual member of the hiring team, please use our Campus Directory. The Campus Directory provides essential contact details, including the department's main phone number and email addresses for specific employees within that department. It's a convenient resource to help you navigate the hiring process efficiently.

To access this tool: <https://people.utah.edu/uWho/basic.html>

Step-by-step guide of how to utilize the Campus Directory:

1. We recommend applying for the position first, that way the hiring department has your application on file. You can search for positions here: <https://employment.utah.edu/university-of-utah/new-jobs/>
2. Pull up the job description for the position you recently applied to. Within the job description, you'll find a section resembling the following: *Department: 00000 – Department Name*. Copy this number and name to locate the contact information for the hiring department.

Requisition Number PRN14027N
Job Title Technical Assistant
Working Title Technical Assistant
Job Grade B
FLSA Code Nonexempt
Patient Sensitive Job Code?
Type Non Benefited Staff / Student
Temporary?
Standard Hours per Week 15
Full Time or Part Time? Part Time
Shift Day
Work Schedule Summary
15 hours per week total with 8 hours Fridays from 9-5pm or 10-6pm, ar Specific hours on the weekends will be negotiated with the candidate I
Is this a work study job? No
VP Area President
Department 00074 - Art/Art History Department
Location Campus
City Salt Lake City, UT

- To access the Campus Directory, visit <https://people.utah.edu/uWho/basic.html>. This directory enables you to search for contact information. Enter the Department name or provided in the job post into the search bar. Ensure that you select "Department" by clicking on the corresponding circle, as it may default to "Employee."

Campus Directory

I am searching for...

Advanced Search

☐ Employee
 ☒ Department/Organization
 ☐ Student

You must [log in](#) to see student information.

- The main contact information for the department's primary number is provided here.

Campus Directory

I am searching for...

Advanced Search



☐ Employee
 ☒ Department/Organization
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Department/Organization	Phone	Dept ID
Art/Art History	801-581-8677	00074
Academic Computing	not available	00474
Academic Senate	801-581-5203	00011

5. When reaching out to departments, we suggest initiating the contact by calling and politely introducing yourself with a statement like, *"Good [morning/afternoon], my name is [Your Name] and I recently submitted an application for the position of [Position Title]. May I please speak with someone regarding the status of my application?"*
6. When opting to send an email we suggest, introducing yourself, the position you applied for and making a clear connection between your qualifications and the job description. Take the time to craft a concise email, incorporating 2-3 sentences that highlight how your skills and experiences align with the requirements of the position.
7. Response times may vary, so please don't be discouraged if you don't hear back right away. Typically give departments 3-5 business days to respond.