

## **University of Utah Campus Directory Guide**

## **Overview:**

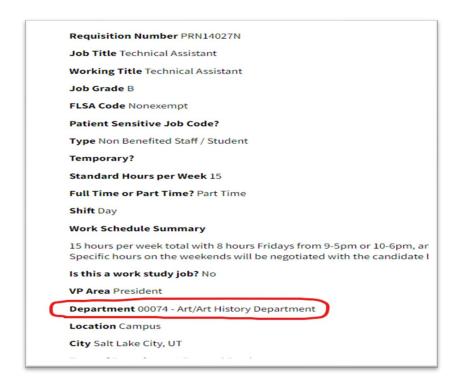
This tool, provided by the University of Utah, is specifically designed to streamline and facilitate communication with hiring departments.

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.hml

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

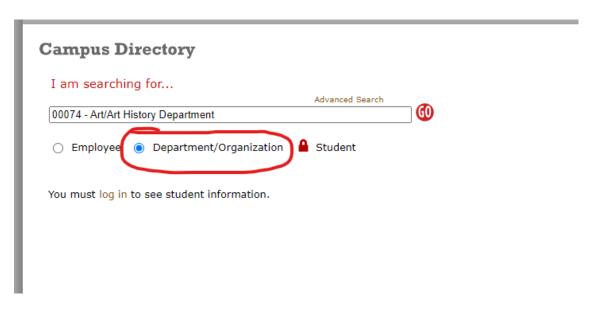
- 1. We recommend applying for the position first, that way the hiring department has your application on file. You can search for positions here: <a href="https://employment.utah.edu/university-of-utah/new-jobs/">https://employment.utah.edu/university-of-utah/new-jobs/</a>
- 2. Pull up the job description 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.







3. To access the Campus Directory, visit <a href="https://people.utah.edu/uWho/basic.html">https://people.utah.edu/uWho/basic.html</a>. 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."



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

## **Campus Directory** I am searching for... Advanced Search ത 00074 - Art/Art History Department Student Department/Organization Employee You must log in to see student information. Dept ID Department/Organization Phone 00074 Art/Art History 801-581-8677 not available 00474 Academic Computing 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.

