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.
Request for Courtesy Posting – Faculty or Temporary Employment Opportunity

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.