

PR Checklist

- Copy of Posting
- Applicant Flow Record
- Veterans & RIFs interviewed if applicable
- Salary Calculation
- PS Data Entry

*Human Resources Office
Use Only*

**POSITION REQUISITION FORM
UNIVERSITY OF UTAH**

Human Resources Office Use Only

Job Requisition #: _____ Date Opened: _____

EEO Code #: _____ Date Closed: _____

- Drug Testing Required
- Criminal Background Check Required

Hired Applicant Name/ID#: _____ Date Filled: _____

1. POSITION INFORMATION:

Job Code: _____ Job Grade: _____ Job Title: _____

Department ID Number: _____ Department Name: _____

New Position / Existing Position Number of Target Openings: _____

If existing position, Employee Name: _____ Employee ID #: _____

2. DEPARTMENT CONTACT INFORMATION:

Department Contact: _____ Telephone #: _____

Fax #: _____ E-mail: _____

Selecting Official/Interviewer: _____ Selecting Official's Employee ID#: _____

Applications are to be e-mailed to: _____

3. TYPE OF RECRUITMENT:

- External Recruitment Internal Recruitment to the University Internal Recruitment to the Department
- Close position after 7th day of posting

4. JOB DUTIES:

PREFERRED QUALIFICATIONS IF DIFFERENT FROM THOSE PROVIDED BY HUMAN RESOURCES (this information will appear under preferences on the job posting):

5. RATE OF PAY: Min/Max of Range or Maximum Limited by funding Constraint: \$ _____

6. WORK ASSIGNMENT: Regular or Specified Term of Employment: _____

FTE: _____ Hours: _____ Work Schedule: _____

7. APPROVAL Manager/Supervisor: _____ Date: _____

Director/Dean/Chair/VP: _____ Date _____