UNIVERSITY OF UTAH SCHOOL OF MEDICINE

Improving the lives of children through excellence in advocacy, education, research and clinical care.

POSITION REQUISITION FORM
Department of Pediatrics

1. Position Information

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

Division Org ID Number: _____ Division Name: _____

○ New Position ○ Existing Position Number of Target Openings: _____

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

2. Division Contact Information

Hiring Manager: _____

Hiring Manager's Employee ID Number: _____

Search Committee Member(s): _____

3. Type of Recruitment

○ External Recruitment ○ Internal Recruitment to the University (7-day minimum posting)

○ Internal Recruitment to the Department (3-day minimum posting)

4. Rate of Pay

○ Min/Max of Range or ○ Maximum Limited by Funding Constraint _____

5. Work Assignment

○ Regular ○ Temporary/Specified Term of Employment _____

FTE: _____ Hours/Week: _____

Work Schedule: _____

6. Approval

○ Replacement Position ○ New - Budgeted Position

○ New - Unbudgeted Position. *Must fill out* ***Request for Unbudgeted Position Form*** *for approval.*