

*1795 E South Campus Drive, Room 249, Salt Lake City, UT 84112 PH: 801-581-8456 Email: kristina.peterson@utah.edu*

**REQUEST TO POST FOR A UNIVERSITY JOB POSITION**

*Instructions: Please complete the following fields and submit the form to your assigned HR Analyst.*

**Job Code/Job Title:**

*(To search for active job codes:* [*https://www.hr.utah.edu/comp/jobcodetable.php*](https://www.hr.utah.edu/comp/jobcodetable.php)*)*

**Working Title:**

**Org ID:**

**Benefited or Non-Benefited:**

**Regular/Temporary:**

**FTE:**

**Supervisor and Supervisor UNID:**

**Number of Target Openings:**

**For Replacement Posting, please provide the employee’s name and UNID being replaced:**

**Pay Rate:**

*(To verify current pay rate per job grade:* [*https://www.hr.utah.edu/comp/salaryDetermination.php*](https://www.hr.utah.edu/comp/salaryDetermination.php)

*Please indicate the MAXIMUM pay rate the department is willing to pay for the position.)*

**Work Schedule:**

**Type of Recruitment:**

External (7 Calendar Days)

Internal to the University (7 Calendar Days)

Internal to the Department (3 Calendar Days)

Open Until Filled

 Please complete the section below if the department would like to post anything different from the pre-set summary in the system. NOTE: The minimum qualification field already has a pre-set information researched by HR Compensation based on the current market job data analysis.

**Job Summary:**

**Job Responsibilities:**

**Preferences:**

**For Search Committee Members, please include the employee’s name and UNID:**

**Chartfields:**

**Background Check and/or Drug Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recruitment Advertising:** (Optional)

*All benefitted jobs are listed on DWS and HigherEdJobs.com. Select any additional paid advertising (optional).* ***Prices are subject to change****.*

Local Package (KSL, Monsterboard, Indeed), $225

Careerbuilder, $175

Chronicle of Higher Education, $310

HealtheCareers, $313

Indeed.com Sponsored Job, ~$100

KSL Classifieds, $75

LinkedIn, $175

Monsterboard/online Salt Lake Tribune, $93

NASPA/The Placement Exchange, $150

Other Advertising (Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Chartfield to Reallocate Job Board Costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**