



PERSONNEL REQUISITION

Department/Division:		Cost Center # :	Proposed Start Date:
Position Title:	Grade Level:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (indicate hours per/week):	
Immediate Supervisor of Position:		Worksite Location:	
Reason For Vacancy: <input type="checkbox"/> New Position <input type="checkbox"/> Replacement For (indicate name and termination date):			
Advertising Requests Would you like to post this job to sites other than www.cumedicine.us?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what publication(s): <input type="checkbox"/> CareerBuilder <input type="checkbox"/> Monster <input type="checkbox"/> Indeed <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other (please specify): _____ Special Requests:			
Name of individual(s) authorized to review resumes:		Telephone/extension #:	
Job Description An updated job description in the approved CU Medicine format must be emailed to Courtney.Stelmack@cumedicine.us . The job will not be posted until the job description has been received and approved by Human Resources. Please forward all job descriptions and direct all questions to Courtney Stelmack at: Courtney.Stelmack@cumedicine.us or (303) 493-7623.			
Approval Signatures			
Manager/Supervisor Signature:	Director/Administrator Signature:	Human Resources/COO Signature:	