



COST CENTER POSITION APPROVAL & HIRING PROCESS

1. Complete the attached Cost Center Personnel Request forms.
 - a. Signature sheet (Pg. 2)
 - b. Summary sheet (Pg. 3)
 - c. Current Job Description in approved CU Medicine Format
- ❖ **You must indicate overall percentage of clinical support responsibilities.**
2. Download and attach a completed Personnel Requisition form (CU Medicine Intranet- HR > Forms).
3. Return to CU Medicine Human Resources via fax (303-493-7601) or email (Courtney.Stelmack@cumedicine.us) for appropriate signatures. This process usually takes 2-4 days.
4. All candidates **must** apply via the CU Medicine website at <http://www.cumedicine.us/find-a-job>
5. Testing can be administered if applicable.
6. CU Medicine Human Resources must check references.
7. All offers are contingent upon the successful completion of a background check to be completed by CU Medicine Human Resources.

Feel free to contact Courtney Stelmack in CU Medicine Human Resources at 303-493-7623 if further clarification is needed.



HUMAN RESOURCES DEPARTMENT

COST CENTER PERSONNEL REQUEST

DATE:

SUBJECT: HIRING OF REQUESTED COST CENTER PERSONNEL

POSITION:

COST CENTER:

Attached is a request for a Cost Center position to be hired through CU Medicine. Enclosed is a copy of the CU Medicine job description, which details the responsibilities of the position. Additional information regarding the recommended salary, justification for the position, and other details are also included. The documentation for this position meets all the CU Medicine Operating Agreement criteria and personnel policies.

Upon completion of the following approvals, CU Medicine will proceed with the appropriate recruitment procedures for filling the position.

APPROVED:

Cost Center Director or Department Administrator Date

Pamela J. Gaffney, CU Medicine Human Resources Director Date

Jane Schumaker, Executive Director- CU Medicine Date



HUMAN RESOURCES DEPARTMENT

COST CENTER PERSONNEL REQUEST

1. Requested Hire Date: _____
(Please allow at least 2-4 weeks for processing and recruitment procedures.)

2. Requested Salary: \$ _____

3. Comparable salary in the State Personnel System: \$ _____
(If applicable)

4. Is this a newly established position? Yes _____ No _____
(Not currently under the State Personnel or CU Medicine Personnel systems)

5. Is this position currently budgeted through the State system? Yes _____ No _____

If yes, under what State classification does it exist?

6. Justification for hiring this position through CU Medicine:

7. Indicate percentage of responsibilities that are in support of clinical activities:
_____ %

NOTE: An updated, electronic job description must accompany all position requests.