



Washington
University in St. Louis

SCHOOL OF MEDICINE

JOB REQUISITION TEMPLATE

Posting Details:

Today's Date: _____

Job location: Danforth Medical School Other: _____

Department name: _____ Dept Number: _____

Hiring manager: _____

Job code: _____

Job title: _____

Job type: _____

Average number of hours a week: _____

Reason for vacancy: _____

If replacement, list employee name: _____

Source of position funding: _____

Date to Post: _____ Post: _____

Posting Specific Questions:

Are there any specific questions that should be asked to applicants in order to aid the screening process?

Guest User:

Should anyone else be granted access to review applicants as Interested Party/Interviewer?

Name: _____

Department: _____

Comments to HR: