Requirements for Job Announcements

To submit a job announcement to be posted to the Job Board, employers may send an email including an attached job announcement (PDF file; REQUIREMENTS BELOW) or link to information about an open position to CUPTJobs@CUAnschutz.edu. Employers will be notified in 3-5 business days whether the job announcement will be posted. In addition, the PT Program has the right to reject a job posting request for any reason.

Please let us know if the position has been filled, so that it can be removed from the Job Board. All positions will be removed after 90 days, unless the employer requests otherwise via email.

The job announcement (PDF attachment or link on facility website/Indeed/other job search platform) must include:

- Name of Facility
- Location
  - If there are multiple positions, make the location of each clear
- Contact information
- If applicable, date on which the job application will close for the position
- Any PDF attachments MUST have a file name in the format below. If the file name format is not accurate, the position may not be posted
  - City, State Code_Clinic/Facility Name_Position_Today's Date
    - i.e. Denver, CO_BestPhysicalTherapy_SeniorPT_03.09.2020

Job Announcements: Best Practices

- Help your job announcement stand out with the use of color and photos
- If there are multiple open positions in different states, consider creating separate job announcements for each
- Consider mentioning if your facility offers mentoring programs for new employees and any other perks of employment