

Adroit Job Order Requisition

Please complete all relevant fields (*) on the Job Order form to submit an Adroit Partners request.

CONTACT INFORMATION

*Name: * Date: * Title:
* E-mail Address: * Phone Number:

POSITION DETAILS

* Position: * Department:
CBA: DBA:
Location of Work Site:
Special Parking Instructions:
Dress Code: Length of Assignment:
Start Date: Pay Rate:

APPROVAL AND BILLING INFORMATION

* Cost Center: * Approved On:
* Certified Signatory: * Certified Signatory Email:

If different than the above contact information

Reports to (RT):
RT E-Mail: RT Phone Number:
Time Approver (TA):
TA E-mail: TA Phone Number:

What is the reason this position has been created?

What is the job description or responsibilities for this position?

Are there any additional details or special requests for this position? If position is filled, please specify temporary employee details here.

Adroit Contact: Yvonne Thomas

Phone Numbers:

- 713-743-5627 (UHS onsite)
- 713-464-3800 (Adroit office)

Email:

contact.uhs@adroitpartners.net

yvonne.thomas@adroitpartners.net