



Intent to Recruit Form

Department/Service:

Chief/Head of Service:

Recruitment Rationale – What is prompting this recruitment activity?

Replacement candidate - due to a retirement/departure

☐ Yes ☐ No

New position – net gain to dept.

☐ Yes ☐ No

Special program - external funding:

☐ Yes ☐ No

Other/additional information (please describe below):

Recruitment Details:

Do you require this position to be advertised?

☐ Yes ☐ No

If no, has a candidate(s) been identified?

☐ Yes ☐ No

If yes, please answer the following:

Required candidate credentials/qualifications (include any preferred fellowship training):

Is supervision for an internationally trained (US or UK) candidate an option?

☐ Yes ☐ No

Comments:

Please specify websites and/or specialized publications/journals YOUR key candidates read, where buying ad space may be productive:

By signing below, I agree that recruitment has been discussed and agreed upon with my members of my department and with the department's Medical and Administrative Directors.

Signature: _____

Date: _____