

CIRES HR Recruiting Team (Updates):

Christen Cousins, HR Coordinator (All regular appointments)

Jasmine Moore, HR Generalist (Campus regular appts + Temp and Student appts)

Emily Hinga, HR Generalist (Temp and Student appts)

Jimena Ugaz, HR Generalist (NOAA labs regular appts)

Support from *Janet Garcia*, Visa Specialist

Creating an Inclusive Job Ad

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Title of your Posting: Avoid acronyms and jargon which may limit the application pool to those already in the field. Please spell out the meaning of acronyms. This section should have a direct relationship to the *What We Require & What You Will Need* sections of the ad

University Job Title: CU now allows units to post a position with two or three job titles. For Research Faculty roles these are Professional Research Assistant (Associate Scientist), Post-Doctoral Associate, and Research Associate (Research Scientist). If you are open to hiring either a Post-Doctoral Associate or a Research Associate, please make that clear in the title. In that case, you will be required to differentiate the duties, the requirements, and the salary for each job title announced. You can see a suggestion on how to structure your posting [here](#). Please note that if you posted a position only for a Postdoctoral Associate, you will not have the flexibility to hire a candidate under the RA title. In that case, you would have to repost for the minimum legal length of 3 business days.

Job Summary section of the ad: Please explain how this position fits with the mission of your lab and/or the organization as a whole. The goal is to underline a positive contribution to an inspiring cause.

Who We Are section of the ad:

This area will contain information on CIRES and on your specific lab.

Please make sure that the unit-specific information and links are informative and enticing. [Here](#) is a good example.

What Your Main Responsibilities Will Be section of the ad:

Focus on approximately 5 key responsibilities.

Very long lists make the position appear untenable: group duties in larger skill areas.

What We Can Offer section of the ad:

- CIRES can offer a generous compensation package.
- The annual hiring salary range for this position is **\$55,000 - \$85,000**. *Salary is commensurate with education and experience and determined based on our CIRES internal career track classification.*
- (Modest/ Some) relocation funds are available for this position following CIRES and the University of Colorado's relocation processes and procedures.
- The University of Colorado offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment.
- This position can accommodate a hybrid work environment.

What You Should Know section of the ad:

- If funding is available for a specific term, please clearly state that in this section. For example: “This is a 2-year position with the possibility of extension based on performance and the availability of funding.”
- If you may only hire U.S citizens or Permanent Residents (green card holders), please state it both here and in the **What We Require** section of the ad. Reasons for limiting a job to U.S citizens and green card holders include the inability of foreign nationals without permanent residence to be granted a Common Access Card (CAC), or need for exports controls.
- *It is not mandatory to sponsor a visa for a foreign national:* If you have a tight turnaround due to deliverables and will not be able to hire foreign nationals whose visa processing time may go beyond your ability to wait, please alert your CIRES HR recruiter so that they may include the proper wording in the ad: “Please note that visa sponsorship will not be offered for this position. Candidates must be legally able to work in the U.S in a full-time capacity.” In these cases, please also include a start date in the ad. For example: The targeted start date for this position is October 1st, 2022. (Keep in mind that certain foreign nationals will not need your sponsorship!
- If the position requires travel, being on-call, being on-site outside of regular business hours, or the ability to hike or lift heavy objects, please mention it here.
- If the position carries some flexibility such as s remote or hybrid modality, please include that information here: “This is an on-site position with the possibility of a hybrid work modality.”

What We Require section of the ad (should address both education and prior experience):

Please include lowest degree required and minimum years of experience for consideration:

- If some candidates may be able to perform the job with a Bachelor's level education and the right experience, please don't list a MS degree as a minimum education level required.
- Make it clear if candidates will be considered if completing degree by a certain day. For example: "Candidates graduating with a BA or BS degree by December of 2022 may be considered."
- If you are posting for a Research Associate/Research Scientist role and are open to considering doctoral degree graduates without further experience, please make that clear in this section.
- If appropriate, consider adding "or related fields" to the disciplines of required degrees. For example, instead of saying "Ph.D in Physics is required", you may consider saying "Ph.D. in Physics, Astrophysics, Geophysics or a related field is required."
- Make it clear if required years of experience must be post-degree or could have been acquired through previous work or educational experience.
- If the position is restricted to U.S. citizens or permanent residents, please also say so here.

What You Will Need section of the ad:

This section lists REQUIRED knowledge, skills and abilities acquired through education and experience. Don't include *desired* KSA in this area.

- Keep the required competencies to a handful in order not to discourage applicants. The more competencies and the more specific, the fewer applicants will apply.
- Do not include required experience here. That should go in the previous section of the ad.
- We strongly encourage a diversity and inclusion statement: “Ability to contribute to a collaborative work environment with a diverse group of scientists and support an inclusive and respectful work culture.”

What We Would Like You To Have section of the ad:

Candidates often misunderstand this section as being required. Use the encouraging language below to support applications by stating that candidates will be able to develop these skills on the job.

Please note that while the position details both required and preferred skills and experience, we invite applicants to apply even if they do not have the preferred skills and experience outlined in this “What We Would Like You To Have” section. If you have a (ie. Bachelor’s) degree and the required qualifications plus passion for the work, you are encouraged to apply. We support on the job training for any additional skills or knowledge that become relevant to the position.

- Focus on the most important desired qualifications, ideally no more than 5-7. Many prospective applicants will not apply unless they have all the required AND the desired qualifications.

Special Instructions to Applicants section of the ad:

We require resume or CV and a cover letter for all of our positions. You may also ask for a list of references; these references may or may not author letters or fill in Skillsurveys later on.

- Consider SkillSurvey questionnaires instead of letters of recommendation. Skillsurveys guide your referees and limit the space for inappropriate or biased information on applicants; they also ask referees to identify areas of development or concern for the candidate, and allow you to establish an objective comparison between your finalists based on numerical ratings. You can find an example of such questionnaires [here](#). If you are interested in collecting professional references through Skillsurvey, CIREs HR will help you select an appropriate survey for your role.
- If you are asking for statements, such as a research statement, consider requiring a diversity and inclusion statement as well.

Deadline

- If appropriate, rather than “Position will remain posted until filled,” use a full consideration deadline for your position: “Applications received by 08/25/2022 will receive full consideration. Position will remain posted until finalists have been identified/until position has been filled.”
- Posting window. The longer the posting window, the more likely you will achieve a broad and diverse pool of applicants. If your deliverables and deadlines allow for it, consider posting the position for at least 30 days.

Posting Contact Information section of the ad:

- Ensure that the posting contact is able to provide a high level of candidate care. The contact must be a CIRES employee. This person must be responsive and helpful. Please direct any questions for which you don't have a certain answer to jimena.ugaz@colorado.edu for NOAA-based positions and to jasmine.d.moore@colorado.edu for all other roles.

After your position has been posted and prior to the review of applications, you must complete a 30-minute training with CIRES HR to review inclusive and legal practices. If you are not contacted by CIRES HR to schedule such consultation, please email cireshr@colorado.edu. While this training session is mandatory for all hiring supervisors (unless they have recently gone through the training), all members of your search committee are invited to attend.