



Please note: If you have any formatting issues with this PDF form, you can reach out to cireshr@colorado.edu for a word doc version.

Cooperative Institute for Research in Environmental Sciences  
UNIVERSITY OF COLORADO BOULDER

Human Resources

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Identification # (EID):** \_\_\_\_\_  
(6 digits)

**Supervisory Information:**

Provide your supervisor's name and title: \_\_\_\_\_

**Position Title and CIRES Work Unit/ DSRC Lab:** \_\_\_\_\_

**CU Title (and Career Track):** \_\_\_\_\_  
PRA/PD/RA/University Staff (AS1, PD, Sr RS, AA2, etc)

(This can be found in the "Your CIRES Information" box on the top right corner of the InsideCIRES homepage)

**Position FTE:** Is this a part or full time position? \_\_\_\_\_

**Job Summary**

- Include information on the mission/mandate of the work unit and this position's role within the work unit

**Job Duties** (Assign % to areas of responsibility, totaling 100%, where possible)

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**Supervisor responsibilities if applicable:**

- Do you supervise others? Please provide names and titles

**Required Education and Experience (Optional):**

- Degree(s) with field of study included
- Years of experience required

**Required Skills (Hard-skills) (Optional):**

- Applications, computer languages, software and knowledge which are basic and mandatory to perform the job successfully, etc.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_