

CIRES Hiring Checklist for Regular Appointments rev 2/6/2020

Instructions: If you need help completing this form, please contact cireshr@colorado.edu and someone will respond within 24 hours to assist you.

Full Legal name of New Employee:		Current Email Address:					
Job Posting Title as advertised		Position Number		Job Posting Number			
Current CU employee or former employee?	Yes	No		Previous Name, if applicable			
						Functional Title	
Sick Leave Balance from previous employment	Yes	Leave Balance	CU ID # from previous employment:		Will this be filled by a PhD Candidate?	Yes	No

Desired Start Date should always be the 1st of the months for permanent hires for optimal onboarding. For DSRC, should also not be prior to the date by which the new employee will be granted site access. **Start Date**

For hires at NOAA/DSRC: security clearance is required for access and to begin employment. For U.S. citizens with adequate identification access can be granted within approximately 15 business days. **Foreign Nationals** require a minimum of 75-90 business days. Please contact your "trusted NOAA agent" or other authority prior to assigning a start date and to begin the process of gaining access to the federal lab.

Division/Lab/Research Group	Appt. %	Annual Salary at 100%	Annual Salary Prorated	Monthly Salary Prorated
Speedtype	% Dist	Speedtype	% Dist	Speedtype % Dist

Need Visa assistance with your new hire? Please contact cireshr@colorado.edu for specific questions. For J1 please allow ~3months. For H1b, please allow ~9 months to adjudicate. Please time your site access with the start date accordingly, if necessary. **Yes** **No**

JOB TITLE **CAREER TRACK**

Post-Doc	Visiting Fellow	Post-Doc Career Track	FYI: Post-Docs are invited to join the Postdoctoral Association of Boulder, and are eligible to live in CU Housing for up to 3 years. https://www.colorado.edu/pac/		
Research Assoc.	Research Scientist I	Research Scientist II	Research Scientist III	Sr. Research Scientist	
Professional Research Asst.	Associate Scientist I	Associate Scientist II	Associate Scientist III	Sr. Associate Scientist	
University Staff	Administrative Associate I	Administrative Associate II	Administrative Associate III	Sr. Admin Associate	

Work Location	Building/Room #		Office Phone number:
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Trusted NOAA Agent's Name or other for DSRC access:	Name	Signature
Site Access Verified by:	Name	Signature
Division/Lab Concurrence for hire to proceed	Name	Signature
CIRES Supervisor's Name:		Signature:
Relocation: Supervisor agrees that if a relocation is granted, the salary for the first 12 months of employment and the relocation stipend will come out of the same speedtype(s) as stated in this checklist (signature required):	Supervisor Signature:	CIRES Finance Approval: \$
Science Advisor's Name:		Signature (opt)
CIRES Finance Manager's Name:		Signature:

