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.

Date: _____

Employee Name: _____

Employee Identification # (EID): _____
      (6 digits)

Supervisor Information:
    Provide your supervisor's name and title: _____

Working Title and CIRES Work Unit/ DSRC Lab: _____

CU Title (and Career Track): _____

    PRA/ Post-Doc/ Research Assoc. /University Staff(Admin) **and** CIRES Career Track (AS1, RS3, AA2, etc.)
    (The "*Your CIRES Information*" box on the top right corner of the InsideCIRES homepage shows this information)

CIRES Functional Title: _____

    Functional Title Definitions can be found here: https://insidecires.colorado.edu/a-z/functionaltitles.php

Position FTE: Is this a part- or full-time position? _____

Job Summary

- Usually 1-2 paragraphs and should describe what the position is, why it exists, and the significance of the work overall (underline your team's contribution to the mission).

Job Duties (Please include percentage weight for each task/cluster of duties, totaling 100%)

- Start each function with an action verb. For example: coordinates, examines, performs, supervises, directs, observes, etc. End with "Performs other relevant duties as necessary." (Not to exceed 5%)

Supervisor responsibilities if applicable:
- Do you supervise others? Please provide names and titles

Minimum Required Education and Experience:
- Degree(s) with field of study included if applicable
- Years of experience in x,y,z required

Required Knowledge, Skills, and Abilities:
- This section should list the required knowledge, skills, and abilities (KSAs) that are needed on day 1 to be successful in the role. Start sentences with "strong knowledge of.." "Ability to.." "Expertise in.."

Employee Signature_____Date _____

Supervisor Signature_____Date _____