



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):

(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?

Is this a limited term position? Yes No Position end date:

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)



Supervisor responsibilities if applicable:

- Do you supervise others? Please provide names and titles

Required Education and Experience:

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

Required Skills (Hard- skills):

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

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____