Dear Search Committee,

In order to complete the hiring process, please provide the following information after completing a search and send to [WCNR\_HR\_Hiring@colostate.edu](mailto:WCNR_HR_Hiring@colostate.edu) and [WCNR\_HR\_Operations@colostate.edu](mailto:WCNR_HR_Operations@colostate.edu) for processing.

Employee Information:

Name:

Email:

Phone Number:

Department Information:

Department:

Supervisor:

Account number:

Posting Number:

Hire Details

Annual Payrate:

FTE:

Start Date:

End Date:

Logistical Details

Moving approved?(Yes/No) and amount:

Work Site Location:

Holiday Schedule:

Alternative Work Schedule (Yes/No):

Driving Requirements: