



Civil, Environmental and Architectural Engineering

UNIVERSITY OF COLORADO **BOULDER**

Hiring Temporary Staff

1. If you would like to hire a temporary employee, please send an email with the following information to the HR Manager:
 - Name of Target Hire (if applicable)
 - Are they a working retiree? Type? (PERA, ORP)
 - Working Title
 - Job Summary
 - 2-4 brief sentences that describe the job duties and responsibilities
 - Requested minimum requirements (education & experience)
 - Competencies, knowledge, skills, and abilities (optional)
 - Preferred qualifications (optional)
 - Work Schedule / Percent Time
 - Requested hourly rate or range
 - Target start date
 - Will the employee work for 9 or 12 months before taking their mandatory work break?
2. The position will route to you for approval via email. Please look for emails from CU Boulder Position Management.
Timeline: 1-3 days
3. Once the position is approved, Talent Acquisition will reach out to discuss next steps in order to advertise the position. If this is a targeted hire, we will need to advertise the position for the minimum required 3 days (state law) and have the targeted candidate apply. If this is not a targeted hire, we can do an open search and advertise for however long you'd like. I typically recommend starting with 2 weeks.
Timeline: 3 days
4. Once the advertising period has closed and you are ready to move forward with your hire, we will confirm the details for the offer letter which will be drafted and routed via email by Talent Acquisition. Please look for emails asking you to approve the offer letter.
Timeline: 3 days
5. Temporary hires will still need to pass a background check prior to starting work. As a result, please prepare for an *additional 1-2 weeks* from the time of issuing an offer letter to their first day of work.

Helpful Information:

- Temporary employees are permitted to work 9 months before being required to take a 3-month work break **OR** 12 months before being required to take a 6-month work break.
- If you are hiring a working retiree, please also note that they have limits on how many hours they are permitted to work. It is the responsibility of the retiree to track their work hours and know their limit.