Request to Recruit DocuSign Instructions

09/01/2021, 5/12/2022 (updated 9/1/2023)

This form should be used by the NDSU Agricultural Affairs unit which is comprised of the College of Agriculture, Food Systems, and Natural Resources (CAFSNR); North Dakota Agricultural Experiment Station (NDAES); NDSU Extension; and Northern Crops Institute (NCI). The purpose of the form is to request approval to recruit a vacant position or create a new position.

<u>Agricultural Affairs - Request to Recruit</u>

PowerForm Signer Information

HELPFUL HINT: To monitor the workflow progress of the form, enter partial information and then click **FINISH LATER**. You will receive an email notification with a link to be able to finish the form later.

First Section: (DocuSign constraints do not allow the field titles to be changed)

"Your Name" entry should include the following three items separated by a forward slash (/): <u>Your Name/Position Functional Title/Position # or New</u>. This becomes the title for the form to download for record purposes. Second box to include your email address.

NOTE: Character limit of **56** per DocuSign. An error message is received if text exceeds 56 characters.

Example 1: Last Name/Research Specialist/0123456 (35 characters)

Example 2: Last Name/Research Specialist/New

Second Section:

The 'other' section should include, if applicable, and ad an additional approver. This could include another supervisory role or unit lead.

Third Section

Associate Director / Associate Dean: If the position has a teaching (College) appointment, include Dr. Carrie Hammer carrie.hammer@ndsu.edu. For a research (NDAES) appointment, include Dr. Frank Casey francis.casey@ndsu.edu. For an Extension appointment, include Dr. Lynette Flage lynette.flage@ndsu.edu.

If the position is split: teaching/research/Extension (T/R/E), please include one of the above individuals in the "Other" section and one in the "Associate Director/ Associate Dean" section. For example, if the position is split 10/60/40 (T/R/E), please include Drs. Casey and Flage.

The form will automatically route to Ag Budget and VP Ag personnel.

NDSU BEGIN SIGNING

PowerForm Signer Information **Agricultural Affairs - Request to Recruit Form** For the first section below, please enter the information EXACTLY as the following: Your Name: YOUR Name / Recruit Position Functional Title / Recruit Position # or "New" Your Email: YOUR Email Additionally, please fill out the information for "Other" if there is an additional signature needed (another supervisory role if necessary). Finally, please enter the appropriate Associate Director or Associate Dean below (if applicable). On the next page, please complete the form fields. This form will automatically be forwarded for approval after its completed. Please enter your name and email to begin the signing process. Name/Position Title/Position # Your Name: * Full Name Your Email: * Email Address Please provide information for any other signers needed for this document. Other (if applicable) Name: Full Name Email: Email Address Associate Director / Associate Dean (if applicable) Name: Full Name Email: Email Address

BEGIN SIGNING

NAME/POSITION TITLE/POSITION#:

"Your Name" entry should include the following three items separated by a forward slash (/): Your Name/Position Functional Title/Position # or New. This becomes the form title to download for record purposes. Character limit is 56 (error message received if text exceeds 56 characters). Second box includes your email address.

Example 1:

Name/Research Specialist/0123456 Example 2:

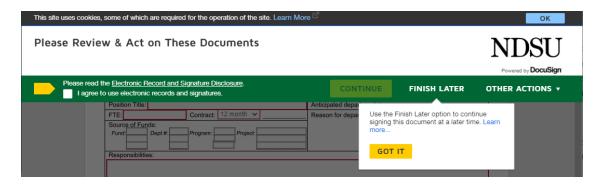
Name/Research Specialist/New

OTHER: Optional entry to include additional approver. This could include another supervisory role or unit lead.

If the position has a teaching/ research/Extension split, Drs. Hammer, Casey and/or Flage need to be included as approvers; one in the "Other" section and one in the "Associate Director/ Associate Dean" section.

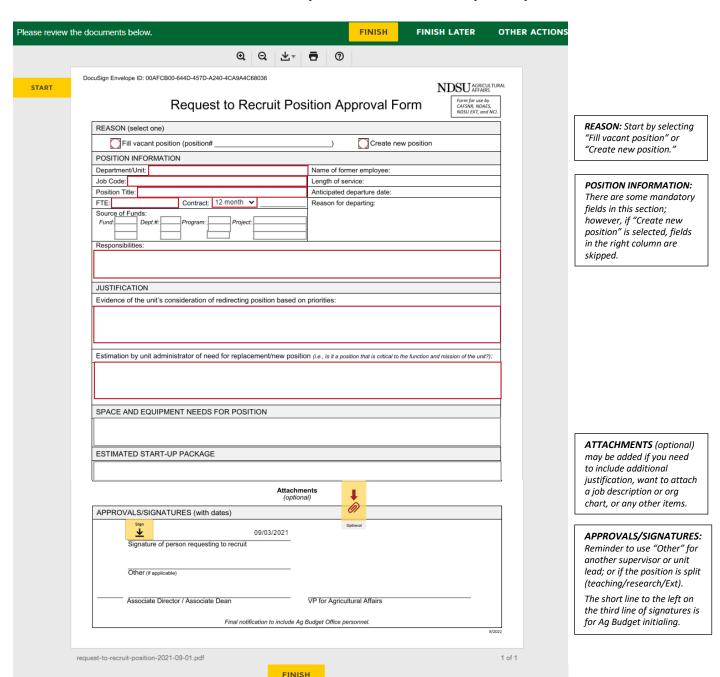
For Northern Crops Institute (NCI) requests to recruit, enter NCI Director, Mark Jirik, mark.jirik@ndsu.edu.

BEGIN SIGNING: After "begin signing" is selected, you will be directed to the next screen.



If you see the "I agree to use electronic records and signatures," click the box to start completing the form.

REMINDER: If you want the ability to monitor the workflow progress of the form, enter partial information into the form and then click FINISH LATER. You will receive an email notification with a link to be able to finish the form.



APPROVALS/SIGNATURES: After clicking on the "Sign" area, you will find the section auto-populated with the information you entered earlier. Please adjust the "Adopt Your Signature" information to your full name and appropriate initials.

