

# 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.

## [Agricultural Affairs - Request to Recruit](#)

### 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 (/): **Your Name/Position Functional Title/Position # or New.**

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 add 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](mailto:carrie.hammer@ndsu.edu). For a research (NDAES) appointment, include Dr. Frank Casey [francis.casey@ndsu.edu](mailto:francis.casey@ndsu.edu). For an Extension appointment, include Dr. Lynette Flage [lynette.flage@ndsu.edu](mailto: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.

**QUESTIONS?** Contact Janelle Quam at [janelle.quam@ndsu.edu](mailto:janelle.quam@ndsu.edu)

# What you will see

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: \*

Your Email: \*

Please provide information for any other signers needed for this document.

### Other (if applicable)

Name:

Email:

### Associate Director / Associate Dean (if applicable)

Name:

Email:

**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](mailto:mark.jirik@ndsu.edu).

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

BEGIN SIGNING

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

## Please Review & Act on These Documents



Powered by **DocuSign**

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE
FINISH LATER
OTHER ACTIONS ▾

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT


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.

Please review the documents below. 
FINISH
FINISH LATER
OTHER ACTIONS

START

DocuSign Envelope ID: 00AFCB00-644D-457D-A240-4CA9A4C68036



Form for use by  
CASPER, NDSU, NDSU EXT, and NCI.

### Request to Recruit Position Approval Form

**REASON (select one)**

Fill vacant position (position# \_\_\_\_\_)  Create new position

**POSITION INFORMATION**

Department/Unit: _____	Name of former employee: _____
Job Code: _____	Length of service: _____
Position Title: _____	Anticipated departure date: _____
FTE: _____ Contract: 12 month ▾	Reason for departing: _____
Source of Funds:	
Fund: _____	Dept #: _____
Program: _____	Project: _____

Responsibilities: \_\_\_\_\_

**JUSTIFICATION**

Evidence of the unit's consideration of redirecting position based on priorities: \_\_\_\_\_

Estimation by unit administrator of need for replacement/new position (i.e., is it a position that is critical to the function and mission of the unit?): \_\_\_\_\_

**SPACE AND EQUIPMENT NEEDS FOR POSITION**

\_\_\_\_\_

**ESTIMATED START-UP PACKAGE**

\_\_\_\_\_

**Attachments**  
(optional)

Sign

↓

Optional

**APPROVALS/SIGNATURES (with dates)**

<div style="display: flex; align-items: center;"> <div style="background-color: #FFC107; padding: 2px 5px; margin-right: 5px;">Sign</div> <div style="flex-grow: 1;">_____</div> <div style="margin-left: 10px;">09/03/2021</div> </div> <p style="font-size: 0.8em;">Signature of person requesting to recruit</p>	
<p style="font-size: 0.8em;">Other (if applicable)</p>	
<p style="font-size: 0.8em;">Associate Director / Associate Dean</p>	<p style="font-size: 0.8em;">VP for Agricultural Affairs</p>

Final notification to include Ag Budget Office personnel.

9/2021

FINISH

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**REASON:** Start by selecting “Fill vacant position” or “Create new position.”

**POSITION INFORMATION:** There are some mandatory fields in this section; however, if “Create new position” is selected, fields in the right column are skipped.

**ATTACHMENTS (optional)** may be added if you need to include additional justification, want to attach a job description or org chart, or any other items.

**APPROVALS/SIGNATURES:** Reminder to use “Other” for another supervisor or unit lead; or if the position is split (teaching/research/Ext). The short line to the left on the third line of signatures is for Ag Budget initialing.

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.

### Adopt Your Signature ✕

Confirm your name, initials, and signature.

\* Required

**Full Name\*** Name required  **Initials\*** Initials required

**SELECT STYLE**   DRAW   UPLOAD

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**PREVIEW** [Change Style](#)

DocuSigned by: { DS

18BE9C3F3E76470... }

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN**   CANCEL