Request to Recruit DocuSign Instructions

This form should be used by NDSU Agriculture 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.

NDSU Agriculture - 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.

Name/Position Title/Position# 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

Other (if applicable) Section:

This section should include any additional approvers. This could include another supervisory role or unit lead.

Associate Director / Associate Dean / Director (if applicable) Section:

If the position has a teaching (College) appointment, include Dr. Carrie Hammer <a research (NDAES) appointment, include Dr. Frank Casey francis.casey@ndsu.edu. For an Extension appointment, include Dr. Lynette Flage lynette.flage@ndsu.edu. For Northern Crops Institute (NCI), please enter either Casey Peterson@ndsu.edu or David Boehm david.boehm@ndsu.edu.

Note: 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 VPAg personnel.

What you will see:

NDSU

BEGIN SIGNING

PowerForm Signer Information

NDSU Agriculture - Request to Recruit Form

For the first section (Name/Position Title/Position#), 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 complete "Other (additional approver if applicable)" if an additional signature is needed (another supervisory role, etc.)

The "Other Director (if applicable)" approver should list the Northern Crops Institute (NCI) Director if applicable.

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

Address provide information for any other signers needed document. (additional approver if applicable) ame Address Director (if applicable) ame Address ciate Director/Associate Dean (if applicable)			
provide information for any other signers needed document. (additional approver if applicable) ame Address Director (if applicable) ame Address ciate Director/Associate Dean (if applicable)	Your Email: *		
document. (additional approver if applicable) ame Address Director (if applicable) ame Address ciate Director/Associate Dean (if applicable)	Email Address		
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Director (if applicable) Address Ciate Director/Associate Dean (if applicable)	Full Name		
Director (if applicable) Address Ciate Director/Associate Dean (if applicable)	Email:		
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ciate Director/Associate Dean (if applicable	Full Name		
	Full Name Email:		
	Email: Email Address	rector/Associate Dean(if applica	able

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:

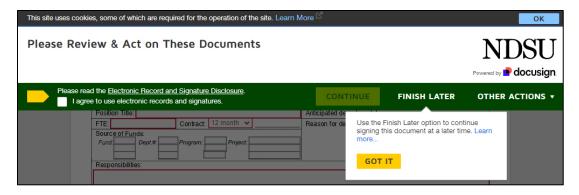
Two optional entry sections to include additional approvers. This could include other supervisory roles or unit leads.

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

For Northern Crops Institute (NCI), enter one of the following in the "Other Director" section.

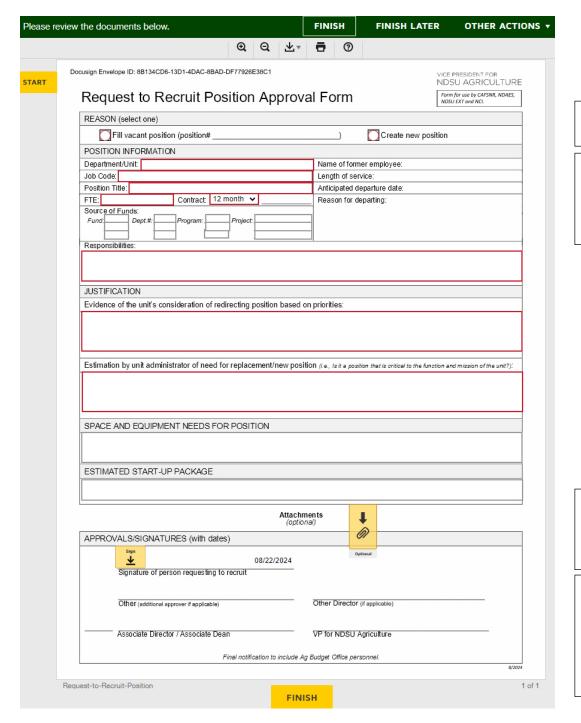
David Boehm, interim Co-Dir., david.boehm@ndsu.edu
Casey Peterson, interim Co-Dir., casey.peterson@ndsu.edu

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



If you see, "I agree to use electronic records and signatures," click the box and then click "continue" 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.



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; if the position is split (teaching/research/Ext); or if it is an NCI position.

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.

