

# 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 (/): **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

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 [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). For Northern Crops Institute (NCI), please enter either Casey Peterson [casey.peterson@ndsu.edu](mailto:casey.peterson@ndsu.edu) or David Boehm [david.boehm@ndsu.edu](mailto: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.

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

# 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 #

Your Name: \*

Full Name

Your Email: \*

Email Address

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

### Other (additional approver if applicable)

Name:

Full Name

Email:

Email Address

### Other Director (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:

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](mailto:david.boehm@ndsu.edu)  
Casey Peterson, interim Co-Dir., [casey.peterson@ndsu.edu](mailto:casey.peterson@ndsu.edu)

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

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 

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, "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.

Please review the documents below. FINISH FINISH LATER OTHER ACTIONS ▾

DocuSign Envelope ID: 8B134CD6-13D1-4DAC-8BAD-DF77926E38C1 VICE PRESIDENT FOR  
NDSU AGRICULTURE

### Request to Recruit Position Approval Form

Form for use by CAFSMR, NDAES, NDSU EXT and NCI.

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) 

APPROVALS/SIGNATURES (with dates)

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #ffc107; padding: 2px 5px;">Sign</span> _____ 08/22/2024            Signature of person requesting to recruit         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Other (additional approver if applicable) _____         </div> <div style="border: 1px solid #ccc; padding: 5px;">           Associate Director / Associate Dean _____         </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #ffc107; padding: 2px 5px;">Optional</span> _____         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Other Director (if applicable) _____         </div> <div style="border: 1px solid #ccc; padding: 5px;">           VP for NDSU Agriculture _____         </div>
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Final notification to include Ag Budget Office personnel.

8/2024

FINISH

**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.

### 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