Justification
Document need for this position. Justify why these duties/responsibilities cannot be assigned to a current employee(s).
Request to Offer/Hiring Form Process
0000-7000 Job Bands

**Applicant Reviewer**
(NOTE: Applicant Reviewer’s primary group determines where to route the Hiring Proposal)

**Level 2**
(Department Chairs)

**Level 3**
(Deans/Directors)

**Submit to R/CO**
(initial review)

**Ag Budget**

**Budget**

**Vice President**

**Provost**

**Submit to R/CO**
(final review)

R/CO notifies Department of approval (Official offer letter is sent to the candidate by the department at this time for those positions that require it.)

**Department provides R/CO with**
- Actual Start date (all employees)
- Contract dates (if applicable)
- Tenure information (if applicable)

**New NDSU employee:**
R/CO enters data from department and moves to “Ready for Hire”

**Current NDSU Employee, Grad Student or PTA:**
Department submits 101 change form to HR/Payroll. R/CO moves Hiring Proposal to “Ready for Hire.”

**Payroll/Benefits Group:**
Keys all data into PS and designates Hiring Proposal as “Hire Approved.” Department can print a copy of the Hiring Proposal at this time (also print the History section to include signatures).