

**When to Use the Online Employment System**

- Fill a position through a Search (Departmental, NDSU, External)
- Departmental Transfer (Broadbanded Staff only)
- Prior Approval Exception from Recruitment

**Request to Recruit/Posting**

- Position Number \_\_\_\_\_
- Job Band/Job Family \_\_\_\_\_  
(available in PeopleSoft by looking up the position number)
- Name of last person in position \_\_\_\_\_
- FTE \_\_\_\_\_ (40 hours/week = 1.0; 30 hours/week = 0.75; 20 hours/week = 0.50)  
Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_  
Months/Year: \_\_\_\_\_  
# Hours/Week: \_\_\_\_\_  
Dates of employment or contract dates if not Full-time/12 months: \_\_\_\_\_ to: \_\_\_\_\_
- Advertised Salary: \$ \_\_\_\_\_ Salary will not exceed \$ \_\_\_\_\_
- Search by Group (Executives/Administrative; Faculty/Lecturers; Extension; Coaches; Research Personnel; Professional; Technical/Paraprofessional; Office Support; Crafts/Trades; Service)
- Type of Appointment (Probationary - Tenure Track; Research Extension Specialist/Scientist; Special Appointment - Faculty; Special Appointment - Lecturer; Special Appointment - Other; Other; Non-Academic)
- Position Description:

- Minimum Qualifications:

- Preferred Qualifications:

Location (i.e. Fargo) \_\_\_\_\_

Advertising Plan: \_\_\_\_\_

(newspapers, list servs, websites, professional organizations)

Search Type:

Internal/External Simultaneously: Open to all applicants

Internal/External: Open internally for 5 days: externally for 10 working days

Internal: Open to NDSU employees only

Internal: Department only

Policy Exception - see Policy 103 and ask your recruiter for assistance

Search Committee Chair (Name/Phone/E-Mail): \_\_\_\_\_

Search Committee Members (Contact name/Phone/E-Mail/PO Box/City/State/Zip

Department name/number/address:

**Funding Information**

Funding Source (may be more than one source of funding) \_\_\_\_\_

Funding Position Number \_\_\_\_\_

% of FTE \_\_\_\_\_

Department \_\_\_\_\_

Source of Funds \_\_\_\_\_

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% of FTE \_\_\_\_\_

Department \_\_\_\_\_

Source of Funds \_\_\_\_\_

**Supplemental Questions**

Supplemental Posting Questions (if applicable):

Applicant documents required/included (cover letter, resume, etc.)

Posting documents required/included (cover letter, resume, etc.)

Justification for the position:

**Hiring Proposal/Request to Offer**

Opening number (created when position was opened) \_\_\_\_\_

Recommended Candidate \_\_\_\_\_

Department name/#/Address/Phone \_\_\_\_\_

Position number \_\_\_\_\_

FTE (1.0; .75; .50) \_\_\_\_\_

Term (12-month/less than 12-month) (Contract Dates) \_\_\_\_\_

Proposed Salary \$ \_\_\_\_\_

Projected Start Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_