Request to Recruit  
DocuSign Instructions

09/01/2021 (updated 5/12/2022)

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: If you want 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.

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.

Example 1: Frieler/Research Specialist/0123456  
Example 2: Frieler/Research Specialist/New

Second Section:

Optional entry to include additional approver. This could include another supervisory role or unit lead if necessary.

Third Section

Associate Director / Associate Dean: If the position has a teaching (College) appointment, include David Buchanan [david.s.buchanan@ndsu.edu](mailto:david.s.buchanan@ndsu.edu). If the position has a research (NDAES) appointment, include Frank Casey [francis.casey@ndsu.edu](mailto:francis.casey@ndsu.edu). If the position has an Extension appointment, include Lynette Flage [lynette.flage@ndsu.edu](mailto:lynette.flage@ndsu.edu).

If the position is split: teaching(College)/research(NDAES)/Extension (T/R/E), please include one of the above personnel 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

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: *

Full Name

Your Email: *

Email Address

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

Other (if applicable)

Name: 

Full Name

Email: 

Email Address

Associate Director / Associate Dean (if applicable)

Name: 

Full Name

Email: 

Email Address

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:

Frieler/Research Specialist/0123456

Example 2:

Frieler/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. Buchanan, Casey and/or Flage need to be included as approvers; one in the "Other" section and one in the "Associate Director/Associate Dean" section.

BEGIN SIGNING: After "begin signing" is selected, you will be directed to the next screen.
If you see the “I agree to use electronic records and signatures,” click the box to start completing the form.

**REMININDER:** 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; 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.