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 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.

**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 position has a college appointment, include David Buchanan [david.s.buchanan@ndsu.edu](mailto:david.s.buchanan@ndsu.edu). If position has an Extension appointment, include Lynette Flage [lynette.flage@ndsu.edu](mailto:lynette.flage@ndsu.edu). If position has a research appointment, include Greg Lardy [gregory.lardy@ndsu.edu](mailto:gregory.lardy@ndsu.edu).

If the position has a teaching/research/Extension split, Drs. Buchanan and Flage need to be included as approvers; one in the “Other” section and one in the “Associate Director/Associate Director” section.

The form will automatically route to Ag Budget VP Ag personnel.

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

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 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

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 and Flage need to be included as approvers; one in the “Other” section and one in the “Associate Director/Associate Director” 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.

**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.
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.