NOTE: Character limit of 56 per DocuSign. An error message is received if text exceeds 56 characters.

Request to Recruit
DocuSign Instructions

09/01/2021, 5/12/2022 (updated 9/1/2023)

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: 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.

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: Last Name/Research Specialist/0123456 (35 characters)
Example 2: Last Name/Research Specialist/New

Second Section:

The ‘other’ section should include, if applicable, and ad an additional approver. This could include another supervisory role or unit lead.

Third Section

Associate Director / Associate Dean: If the position has a teaching (College) appointment, include Dr. Carrie Hammer carrie.hammer@ndsu.edu. For a research (NDAES) appointment, include Dr. Frank Casey francis.casey@ndsu.edu. For an Extension appointment, include Dr. Lynette Flage lynette.flage@ndsu.edu.

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 VP Ag personnel.

QUESTIONS? Contact Janelle Quam at janelle.quam@ndsu.edu
What you will see

PowerForm Signer Information

“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: Optional entry to include an additional approver. This could include another supervisory role or unit lead.

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

For Northern Crops Institute (NCI) requests to recruit, enter NCI Director, Mark Jirik, mark.jirik@ndsu.edu.
If you see the “I agree to use electronic records and signatures,” click the box to start completing the form.

**REMKINDER:** 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.