

Availability of Recruitment Forms

Online

Forms available from the Affirmative Action website at www.mnstate.edu/affirm/2008HrgGuidelines/recruitforms.pdf

- [Authorization to Begin Recruitment Process](#)
- [Evaluation Criteria Approval Form](#)
- [Interview Request Approval Form](#)
- [Hiring Recommendation Approval Form](#)
- [Notice of Failed or Cancelled Searches](#)
- [Record of Phone Inquiry](#)
- [Authorization for Release of Information \(Reference\)](#)

Forms available from the Academic Affairs website at www.mnstate.edu/acadaff/departments/facrecruitment.htm

- [Planning and Staffing Rationale](#)
- [Request for Recruitment Funds](#)
- [Union City Café Charge Form](#)

Forms available from the MSUM website at www.mnstate.edu/vacancy/standappform.htm

- [Standard Application Form \(Unclassified Positions\)](#)
- [Supplemental Personnel Data for Affirmative Action Recruitment Form](#)

Forms available from the Business Office website at www.mnstate.edu/busoff/forms.htm

- [Affidavit](#)
- [Employee Expense Report](#)
- [Vender Certification](#)
- [Request for Approval of Special Expenses](#)

Other

SCUPPS Assignment Request Forms – Available to the administrative official with primary responsibility for the search by contacting the Academic Affairs Office or by going to the Academic Affairs Office share drive.

Creditable Experience Form for Faculty positions – Available to the administrative official with primary responsibility for the search by contacting the Academic Affairs Office or by going to the Academic Affairs Office share drive.

Creditable Experience Form for MSUAASF and Administrator positions – Available to the administrative official with primary responsibility for the search by contacting the Human Resources Office.

Purchase Orders – A purchase order should be prepared online by an authorized individual, using the MnSCU Purchase Control System (PCS). See your Office and Administrative Specialist for assistance.

NOTE: If completing a form online, your input cannot be saved on the form unless you have the full ADOBE Acrobat program on your computer. Therefore, if you wish to save your input, you are advised to print it before exiting the document.