



## Recruitment Authorization Form

**INSTRUCTIONS:** Complete fillable PDF electronically. Once completed, route via email to your division leader for Cabinet approval. Once approved, Human Resources will route for remaining approvals. Adjunct positions and pre-approved positions listed on the [position review & approval webpage](#) do not require Cabinet approval and can be sent directly to [HR@mnstate.edu](mailto:HR@mnstate.edu).

**NOTE:** When completing this form in Acrobat Reader, please save the PDF form in your preferred file location prior to filling out. Please reference the Search Committee Handbook for guidance on this form.

Type of Search: ☐ Full ☐ Direct-Hire

PCN: \_\_\_\_\_

Working Title of Vacancy: \_\_\_\_\_

Classification Title of Vacancy: \_\_\_\_\_

Hiring Authority Name: \_\_\_\_\_

Hiring Department: \_\_\_\_\_

FTE: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_

Type of Appointment: \_\_\_\_\_

Length of Position [for temporary or fixed-term positions]: \_\_\_\_\_

Reason for Recruitment:

Name of Individual Being Replaced/Additional Comments:

Telework Eligible [included on posting]: \_\_\_\_\_ Hard to fill position [eligible for visa sponsorship]

[Anticipated Search Committee Members](#) [Not required for direct hire]

Contact [HR@mnstate.edu](mailto:HR@mnstate.edu) for any additions or changes to this list after form submission

Additional Comments [shift days/times, work area, travel required, [background check required](#)]:

Office location of position and set-up costs to be incurred (furnishings, etc.):

*Please contact the Physical Plant for cost estimates if needed.*

Estimated Cost of Position: \_\_\_\_\_

*Include salary expense and 13.9% of salary for retirement/FICA benefits. If the position is at least .75 FTE, add the estimated family insurance coverage cost of \$25,500. Any additional operating costs (phone, travel, supplies, etc.) also need to be included. Please contact HR for salary/FICA cost if needed.*



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Funding source (general fund, revenue fund, auxiliary fund, student fees, etc.) and whether or not the position is funded in the current budget plan:

If funding source is not the general fund, provide demonstration that current revenues are sufficient to fund the position and projected revenue will continue to support it:

### Signatures for Approval:

#### Hiring Authority or Designee

Signature:	
Title:	Date:

#### Affirmative Action Office or Designee

Signature:	
Title:	Date:

#### Division Vice President or Designee

Signature:	
Title:	Date:

#### AVP of Budget or Designee

Signature:	
Title:	Date:

#### Campus Human Resources Officer or Designee

Signature:	
Title:	Date:

### REQUIRED ATTACHMENTS:

1. Position Description OR Vacancy Notice
2. Organizational Chart