

# Recruitment Authorization Form

Use this form to initiate a recruitment.  
(Faculty, Administrator, Professional, Classified)

Search Number \_\_\_\_\_

Position # _____	Job Title _____
Department _____	
<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement Previous Employee _____
Contact Name _____	Email _____ Phone # _____

**Position Information:**

**EMPLOYEE CLASS** (check one)

Administrator  
 Faculty    Tenure Track  Yes  No  
                                          Faculty Rank \_\_\_\_\_  
 Professional  
 Classified

**CONTRACT TERM** (check one)

Fiscal Year  
 Academic Year    from \_\_\_\_\_ to \_\_\_\_\_  
 Semester            from \_\_\_\_\_ to \_\_\_\_\_  
 Other                    from \_\_\_\_\_ to \_\_\_\_\_

**CONTRACT TYPE** (check one)

Board of Regents  
 MUS  
 Letter of Appointment  
 Classified Salary  
 Classified Hourly  
 Skilled Craft  
 Other: \_\_\_\_\_

**COMPENSATION** (check one)

Annual \$ \_\_\_\_\_  
 Monthly \$ \_\_\_\_\_  
 Hourly \$ \_\_\_\_\_

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

**NEW -- Pre-Employment Background Check charge to Index # \_\_\_\_\_**

**LABOR DISTRIBUTION**

**NEW --** If this is a non-faculty position funded from General Fund 411201 - Indexes 40xxxx, 41xxxx, or 4 alpha xxxx (except W), VP **MUST** sign below confirming his/her approval to recruit.

-- If Grant or ES/AES funded, **MUST** have appropriate signatures.

Index	Fund	Org	Acct	Program	Dist %

**Recruitment Information for Classified Positions ONLY:**

**Recruitment Type**

Open  
 Campus  
 Department

**Advertising Charges**

Index	Fund	Org	Acct	Program	Dist %

The MSU display ad appears in the Sunday and Wednesday editions of the Bozeman Daily Chronicle, includes the department name and title of position opening. One "run" includes 2 Wednesdays and 2 Sundays.

**Classified positions:** HR will automatically include Bozeman area classified openings in the display ad. The department will be billed for one run. Departments may also choose to advertise outside the Bozeman area (please contact your HR Personnel Associate for assistance).

**Professional/Faculty positions:** *Upon request*, HR will include professional and faculty openings in the display ad. Please contact your HR Personnel Associate for assistance.

**All positions:** You may choose to continue advertising beyond the first run for an additional fee. Please contact your HR Personnel Associate if you have any questions regarding advertising.

**BUDGET APPROVAL/AUTHORIZATION FOR RECRUITMENT** (Signature requirements may vary.) **VP signature is required.**

Director/Dept Head _____	Date _____
Dean _____	Date _____
Hiring Authority _____	Date _____
ES/AES (if appl) _____	Date _____
Grants & Contracts (if appl) _____	Date _____
<b>Vice President*</b> _____	Date _____

**\*Vice President signature confirms his/her approval for this non-faculty search if funded from General Fund 411201 - Indexes 40xxxx, 41xxxx, or 4 alpha xxxx (except W)**

Once the required signatures are obtained, please send forms for Faculty, Administrators, and Professional positions to HR/Affirmative Action (Hamilton Hall), and Classified positions to Human Resources (Montana Hall).