

**Recruitment Authorization Form**  
 Use this form to initiate a recruitment.  
 (Faculty, Administrator, Professional, Classified)  
 Search Number \_\_\_\_\_

Position # \_\_\_\_\_ Job Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 New Position  Replacement  
 Previous Employee \_\_\_\_\_  
 Person Completing this Form: Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Position Information:**

EMPLOYEE CLASS (check one)  
 Administrator  
 Faculty Tenure Track  Yes  No  
 Professional  
 Classified

CONTRACT TERM  
 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  
 Annual \$ \_\_\_\_\_  
 Monthly \$ \_\_\_\_\_  
 Hourly \$ \_\_\_\_\_

FTE: \_\_\_\_\_  
 FACULTY RANK: \_\_\_\_\_

**LABOR DISTRIBUTION** 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 runs in the Bozeman Daily Chronicle on Sundays and Wednesdays.

Classified positions: HR will automatically place your Bozeman area job in the display ad. Your department will be billed once to insert the department name and job title in the ad from posting until screening date/deadline (usually 4 times). Your department may also request assistance with advertising outside of Bozeman by contacting your HR Personnel Associate.

Professional/Faculty positions: HR will place your job in the display ad, by request. Please contact an HR Personnel Officer for assistance at X3651.

Classified/Professional/Faculty positions: You may choose to continue advertising beyond the first run for an additional fee. Please contact a HR Personnel Officer if you have any questions regarding advertising.

**BUDGET APPROVAL/AUTHORIZATION FOR RECRUITMENT**

Signature requirements may vary.

Director/Dept Head _____	Date _____
Dean _____	Date _____
Vice President _____	Date _____
ES/AES (if appl) _____	Date _____
Grants & Contracts (if appl) _____	Date _____

Once the required signatures are obtained, please send forms for Faculty, Administrator and Professional positions to Human Resources/Affirmative Action, and Classified positions to Human Resources/Personnel & Payroll.