



Recruitment Authorization Form

Use this form to initiate a recruitment (faculty, administrator, classified, professional).

SECTION 1 - POSITION INFORMATION (check one): New Position Replacement

Position #/Title: _____
Department: _____
Previous Employee: _____

For Classified Employees please attach current role description

Employee Class (check one):

- Administrator
- Classified
- Professional
- Faculty (please check one below)
 - Tenure Track
 - Temporary
 - Adjunct

Position Class (check one):

- MUS contract
- Letter of Appointment
- Professional Hourly
- Classified Salary
- Classified Hourly

Compensation (check one):

- Annual \$ _____
- Monthly \$ _____
- Hourly \$ _____

Contract Term:

- Fiscal Year
- Academic Year, from _____ to _____
- Other, from _____ to _____

Union: _____

FTE: _____

Terms/Special Conditions: _____

Planned Labor Distribution: (If Grant funded, MUST have appropriate signatures below.)

Funding	Org	Acct	Program	Distribution %

SECTION 2 - APPLICATION PROCEDURE:

Scope of Search: Limited to University Staff Open to the Public

Instructions for applying: to apply, submit: State of Montana application (classified positions only)

- Resume Cover Letter Name, address, & phone # of 3 professional references Transcripts Background Check
- Other (application materials), please specify

Closing Date: _____

Recommended Search Committee: _____

Phone Number

Chair: _____

SECTION 3 - RECRUITING/ADVERTISING:

Please check and list all that apply. Human Resources will automatically post the position on the MSU-Great Falls COT web site, with Job Service, and local diversity organizations.

Please check here if you would like the position to be posted on our web site only.

Newspapers (to be placed by HR):

- Great Falls Tribune
- Bozeman Daily Chronicle
- Billings Gazette
- Helena Independent Record
- Missoulian
- Community College Times
- Montana Group (includes: Billings, Butte, Hamilton, Helena, and Missoula as one discounted package)
- Other, please specify _____

Web Sites (to be posted by HR):

- HigherEdJobs.com
- Monster.com
- Montana Help Wanted.com
- Chronicle.com
- Other, please specify _____

Justification for position: (please attach additional sheets if needed)

SECTION 4 - CONTACT INFORMATION:

Person completing this form:

Phone number:

SECTION 5 - BUDGET APPROVAL/AUTHORIZATION FOR RECRUITMENT:

	Date
Supervisor:	
Department Head:	
Asst/Assoc Dean:	
Chief Financial Officer:	
Exec Director Human Resources:	
Dr. Susan Wolff, CEO/Dean:	

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Position Number(s):	Salaried/Hourly:
Banner Title:	State Class Code:
PCLAS:	