

# AUTHORIZATION TO RECRUIT MAKE OFFER

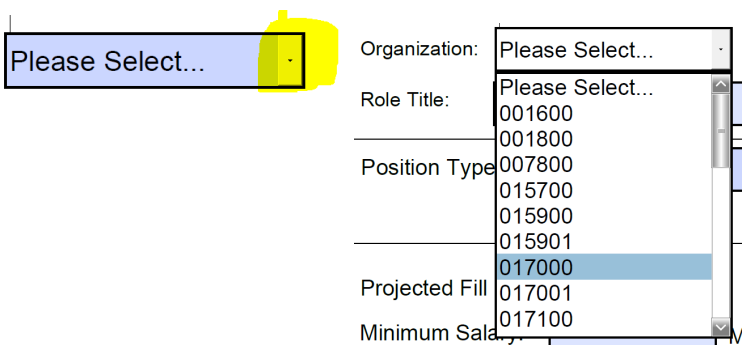
## FORM INSTRUCTIONS

**\*Please use Internet Explorer to view the form.**

### REQUESTERS:

#### Authorization to Recruit

1. For "Organization", click on small "down arrow" to display organizational number menu.



Organization: Please Select...

Organization: Please Select...

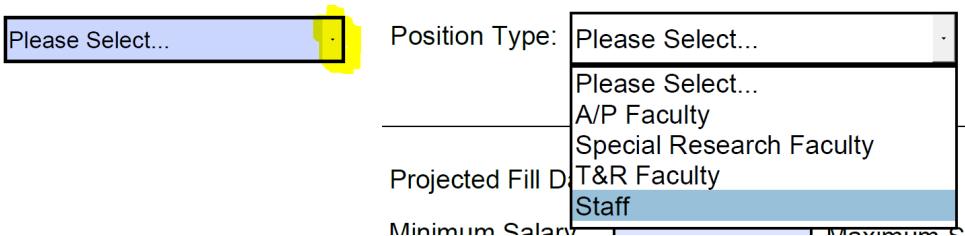
Role Title: Please Select...

Position Type: 001600  
001800  
007800  
015700  
015900  
015901  
017000  
017001  
017100

Projected Fill

Minimum Salary

2. Enter "Position Number", "Roll Title", and "Job Title".
3. For "Position Type", click on small "down arrow" to display position menu.



Position Type: Please Select...

Position Type: Please Select...

Projected Fill D

Minimum Salary

4. Choose "Regular", "Restricted", "Full-Time", "Part-Time" by clicking in the boxes next to each choice.
  - a. You may choose more than one
  - b. To unselected, click on the checkmark in the box

Regular:	<input checked="" type="checkbox"/>	Restricted:	<input type="checkbox"/>
Full-Time:	<input type="checkbox"/>	Part-Time:	<input type="checkbox"/>

- To enter the "Project Fill Date", click in the box, then click on the small down arrow to view a calendar. Select the date.

Projected Fill Date:

Projected Fill Date:

Minimum Salary:

Justification:

Requested By:

Comments:

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 6/5/2020

- Enter the "Minimum Salary" and the "Maximum Salary".
- In the "Source of Funding" box, enter the fund number in the "Fund Number" column and the percentage of that fund number in the "%" Column.
- Enter the justification in the "Justification" box.
- Enter the names of the search committee members separated by a semicolon.
- Type your name in the "Requester" box and enter any comments in the "Comments" box.
- To enter the "Date of Request", click in the box, then click on the small down arrow to view a calendar. Select the date.

Date of Request:

Date of Request:

Date of Approval:

Date of Approval:

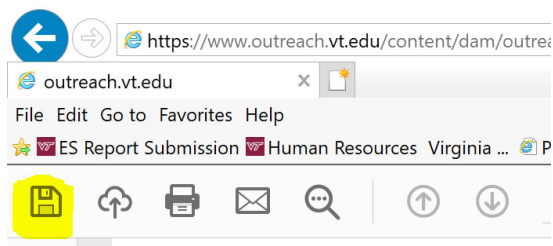
June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today: 6/5/2020

TO SAVE:

Click on the save icon at the top left of the page (In Internet Explorer):



Save to your computer

## REQUESTERS:

### Authorization to Make Offer

1. Enter “Selected Candidate”, “Highest Degree”, “Position”, “Discipline”, “Requested Salary”, “Rank”, and “Justification for Salary Offer”
2. For “Comparable with Peers”, select “Yes” or “No”, by clicking in the box beside your choice.
  - a. If no, enter explanation.
3. Enter your name in “Requested By” and use date picker (see instructions above) to enter the “Date of Request”.
4. Save the form.


## APPROVERS/SIGNERS:

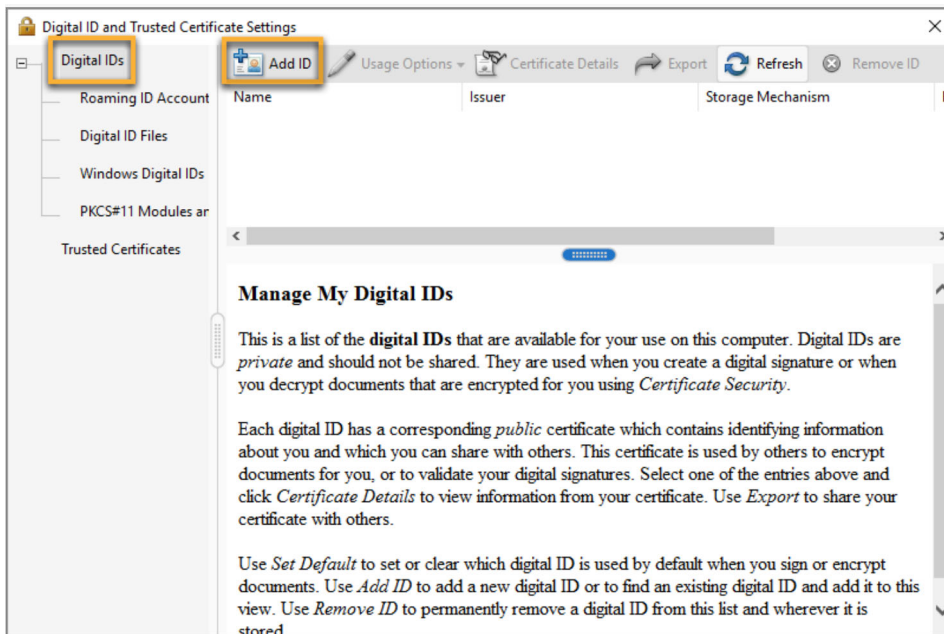
1. First, if you do not have a digital signature, you will need to create one.

To create a digital signature, follow these instructions:

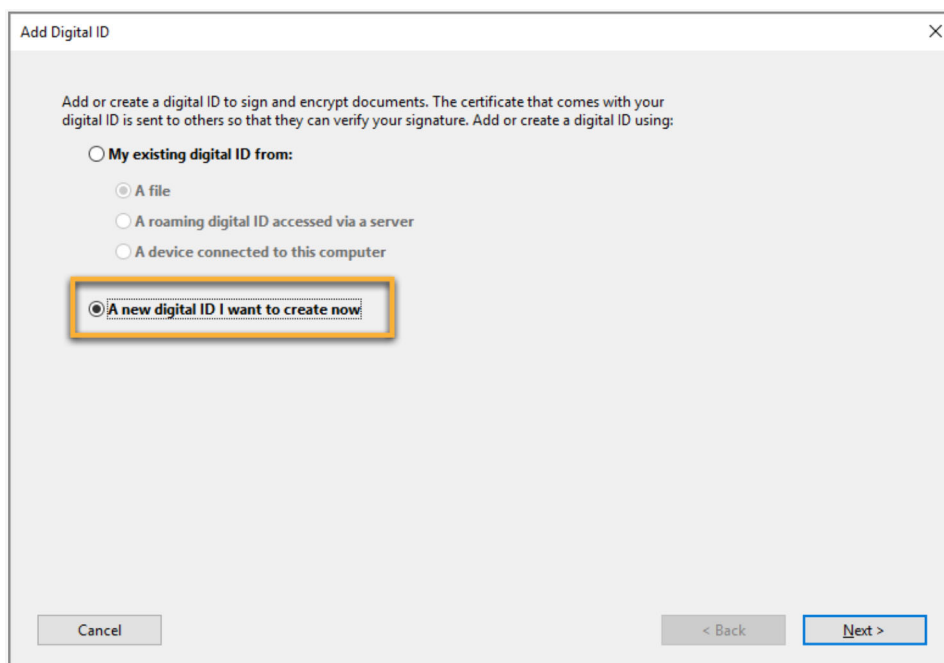
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## Create a self-signed digital ID

1. In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button .



Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



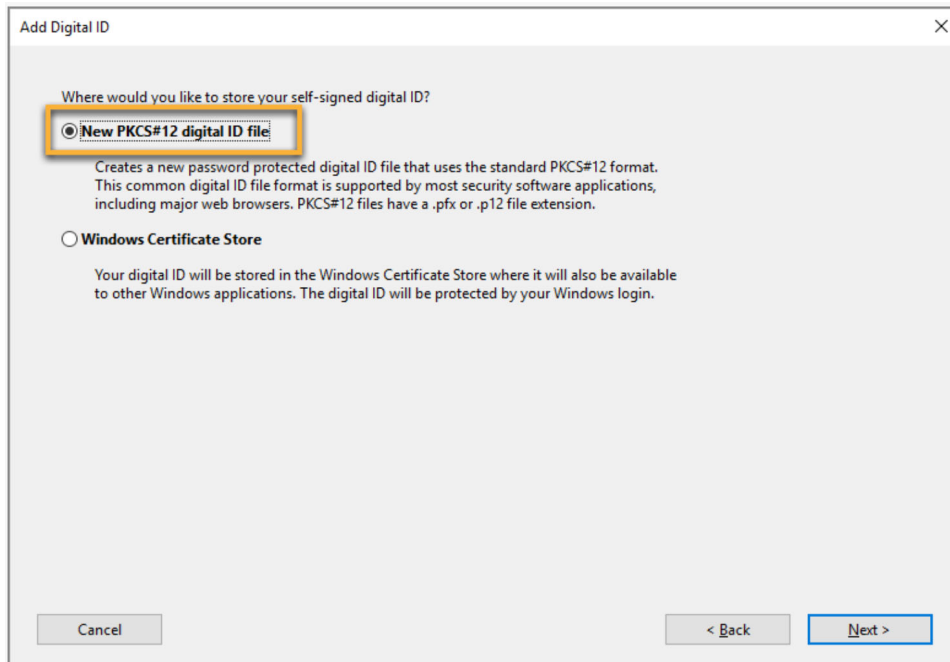
Specify where to store the digital ID, and click **Next**.

### **New PKCS#12 Digital ID File**

Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in **Mac OS**. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

### **Windows Certificate Store (Windows only)**

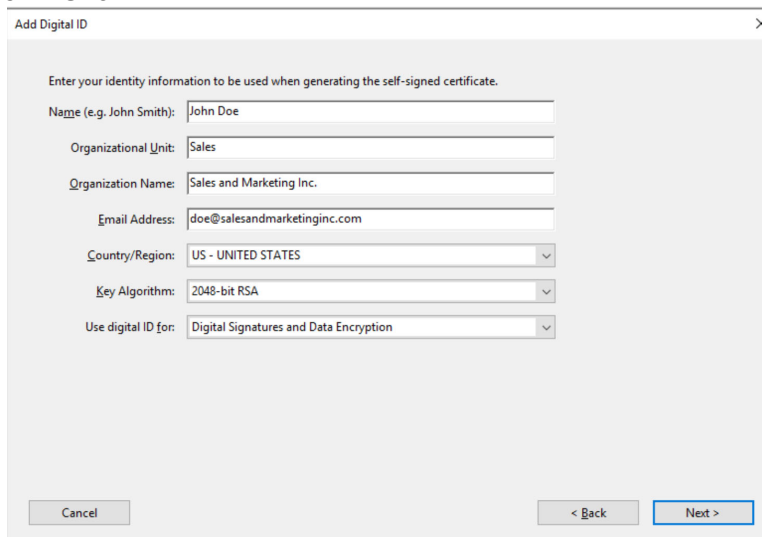
Stores the digital ID to a common location from where other Windows applications can also retrieve it.



The dialog box is titled "Add Digital ID" and contains the question "Where would you like to store your self-signed digital ID?". There are two radio button options. The first option, "New PKCS#12 digital ID file", is selected and highlighted with a red rectangle. Below it, text explains: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension." The second option is "Windows Certificate Store", which is unselected. Below it, text explains: "Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login." At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Next do the following:

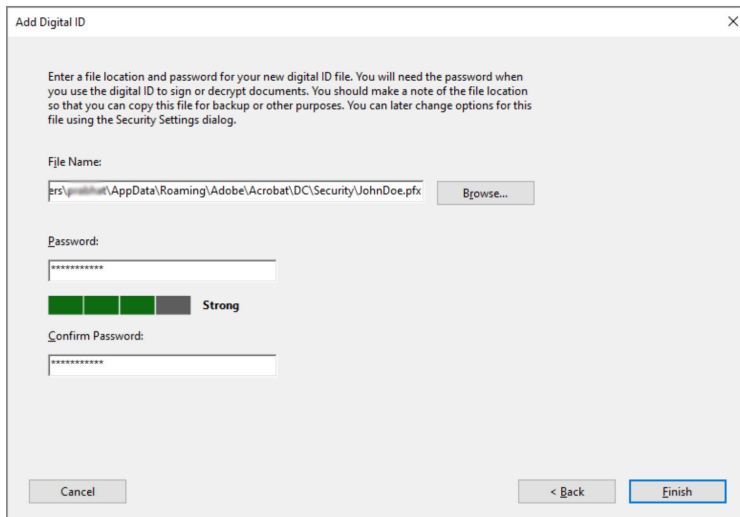
- Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- Choose an option from the **Key Algorithm** menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
- From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
- Click **Next**.



The dialog box is titled "Add Digital ID" and contains the instruction "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields and dropdown menus. The fields are: "Name (e.g. John Smith):" with the value "John Doe", "Organizational Unit:" with the value "Sales", "Organization Name:" with the value "Sales and Marketing Inc.", "Email Address:" with the value "doe@salesandmarketinginc.com", "Country/Region:" with the value "US - UNITED STATES", "Key Algorithm:" with the value "2048-bit RSA", and "Use digital ID for:" with the value "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Do the following:

- a. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
- b. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
- c. Click **Finish**.



If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.

## SIGNING WITH YOUR DIGITAL ID

On the Authorization to Recruit Make Offer form, click inside the box that coincides with your approval level – Position and Budget Reviewer, Unit Director, Senior Management, or AVP/VP (A little red flag will be in the signature box):

Position and Budget Reviewer: 

Once you click in the box, a dialog box will appear containing your digital id information.

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. Below the title bar, it says "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the text, there is a list of digital IDs. The first item is selected and shows a blue dot, a document icon, and the text "You digital ID information". To the right of this item is a "View Details" link. At the bottom of the dialog, there is a help icon (question mark), a "Configure New Digital ID" button, a "Cancel" button, and a "Continue" button.

Click Continue

Make sure the information in the dialog box is correct. If so, enter your digital id password in the box at the bottom and then click "sign".

The dialog box is titled "Sign as 'Your Name'" and has a close button (X) in the top right corner. Below the title bar, there is an "Appearance" section with a dropdown menu set to "Standard Text" and a "Create" button. Below this is a large text area showing the digital signature. It includes the text "Your Name" in large bold font, "Digitally signed by Your Name" in bold, and "Date: 2020.06.05 11:02:39 -04'00'" in bold. A red signature is visible over the text. Below the text area is a "View Certificate Details" link. Below that is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password..." and two buttons: "Back" and "Sign".

You will then be prompted to save the form. Please save on your computer.

Your signature will be shown in the signature box.