AUTHORIZATION TO RECRUIT MAKE OFFER

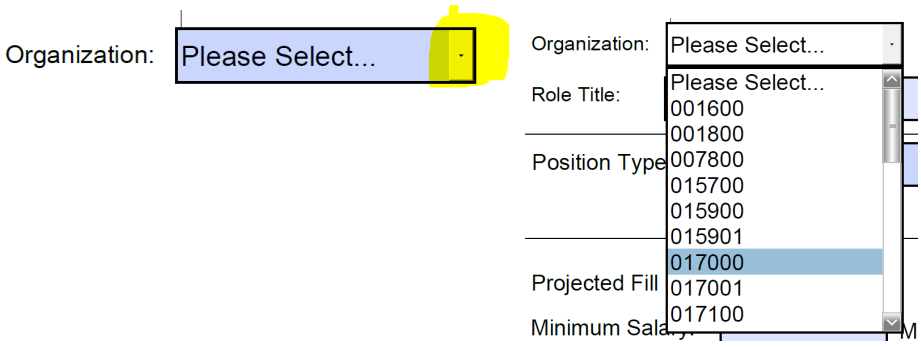
FORM INSTRUCTIONS

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

REQUESTERS:

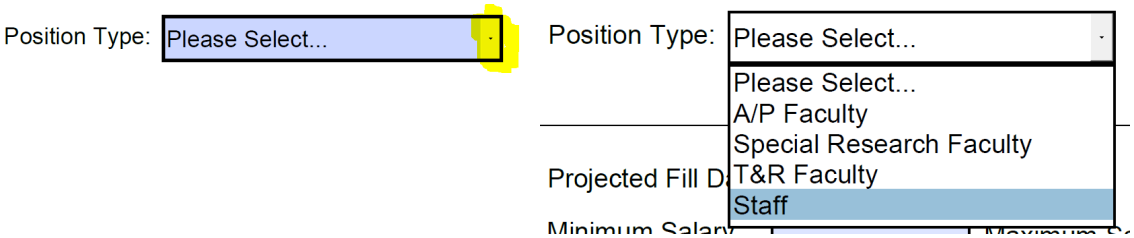
Authorization to Recruit

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



2. Enter “Position Number”, “Roll Title”, and “Job Title”.

3. For “Position Type”, click on small “down arrow” to display position menu.

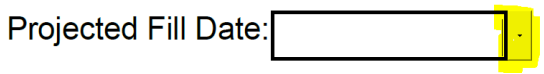


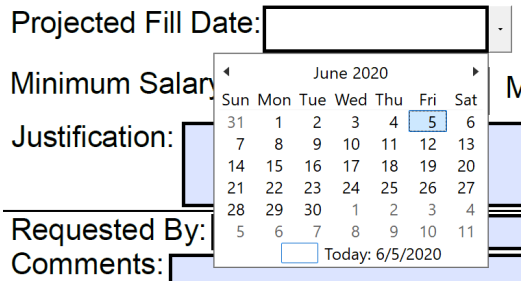
4. Choose “Regular”, “Restricted”, “Full-Time”, “Part-Time” by clicking in the boxes next to each choice.
   a. You may choose more than one
   b. To unselected, click on the checkmark in the box

Regular: ☑ Restricted: ☐

Full-Time: ☐ Part-Time: ☐

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





6. Enter the “Minimum Salary” and the “Maximum Salary”.

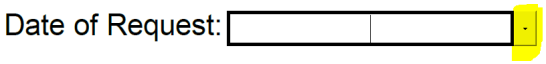
7. In the “Source of Funding” box, enter the fund number in the “Fund Number” column and the percentage of that fund number in the “%” Column.

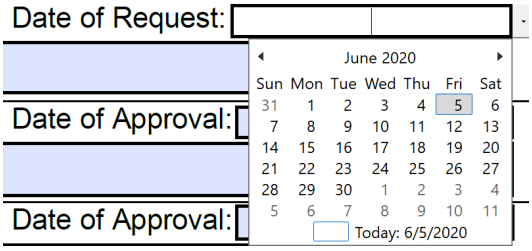
8. Enter the justification in the “Justification” box.

9. Enter the names of the search committee members separated by a semicolon.

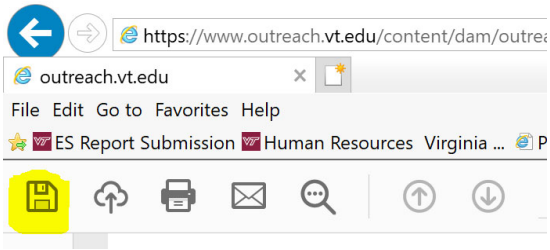
10. Type your name in the “Requester” box and enter any comments in the “Comments” box.

11. To enter the “Date of Request”, click in the box, then click on the small down arrow to view a calendar. Select the date.





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.

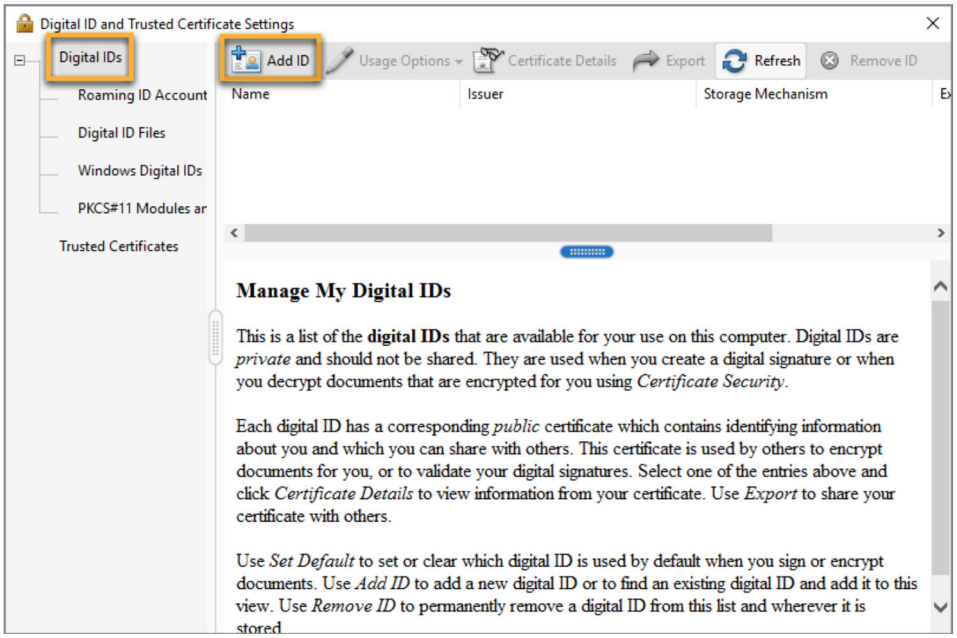
APPROVERS/SIGNERS:

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

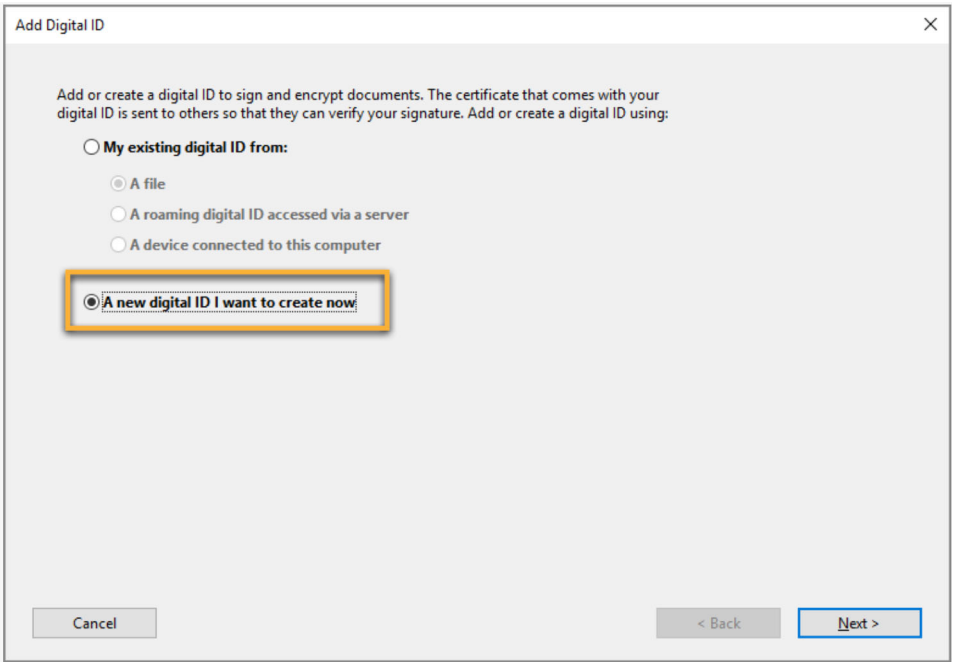
To create a digital signature, follow these instructions:

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**.



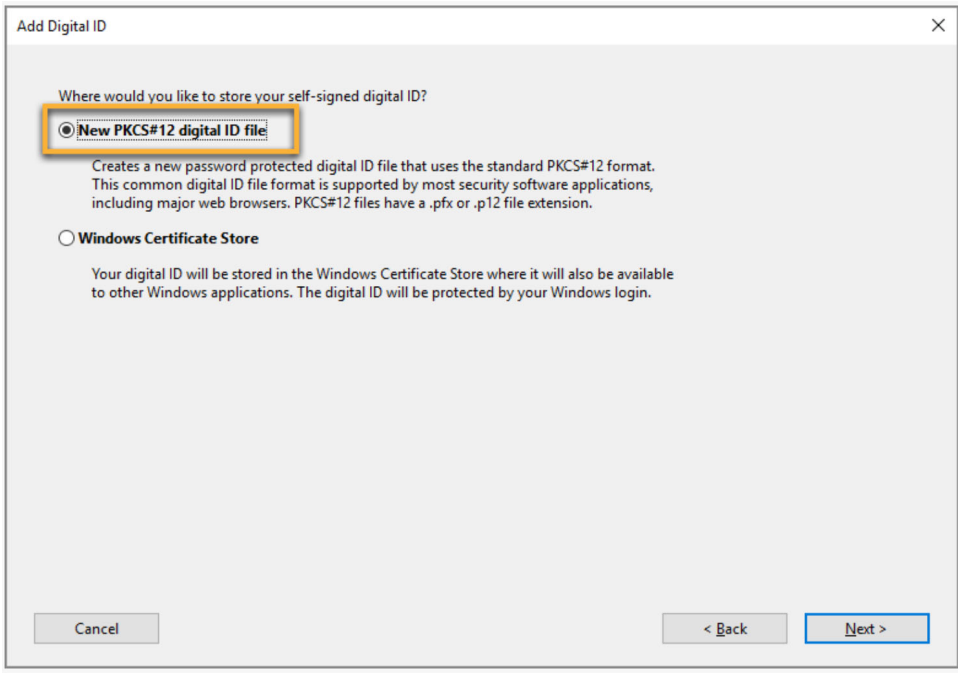
Specify where to store the digital ID, and click **Next**.

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.



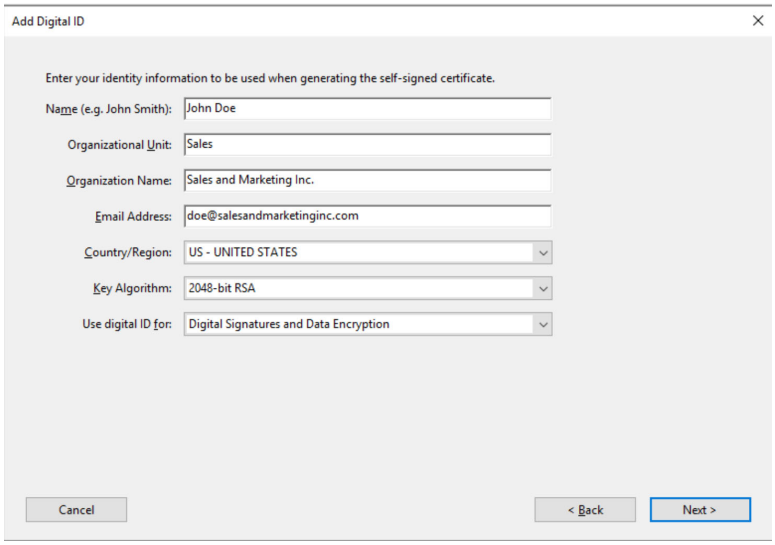
Next do the following:

a. 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.

b. 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.

c. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.

d. Click **Next**.

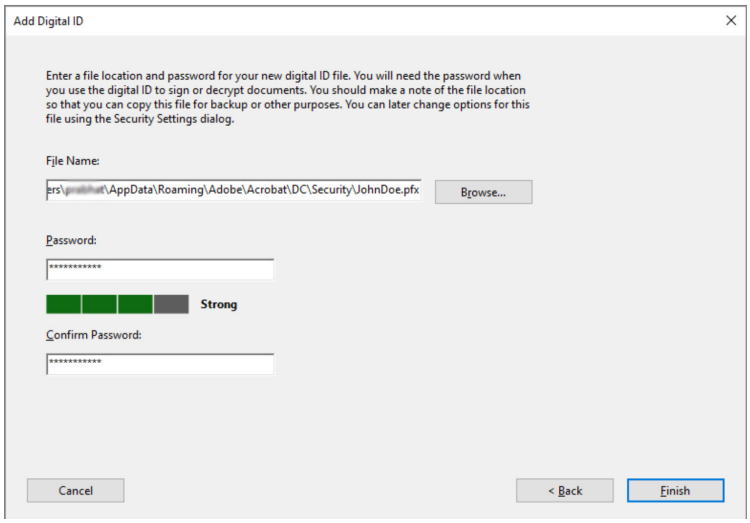


Do the following:

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**.

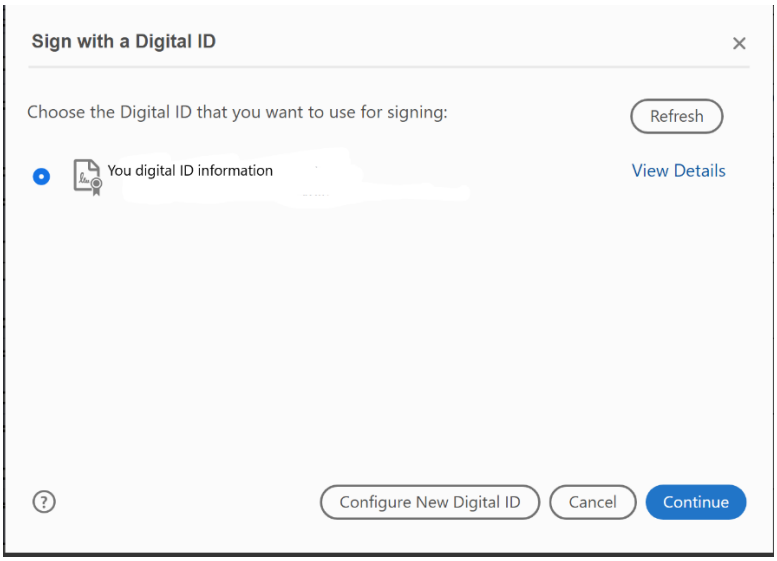


If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.

SIGNING WITH YOUR DIGITAL ID

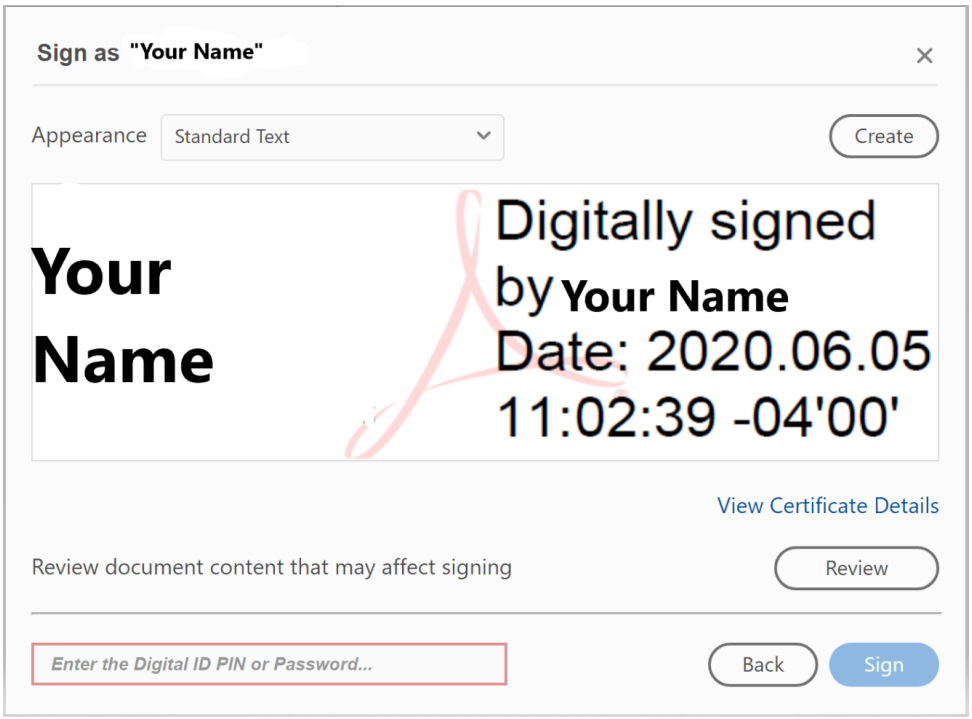
On the Authorization to Recruit Make Offer form, click inside the box that coincides with your approval level – Position and Budget Reviewer, Unit Director, Senior Management, or AVP/VP (A little red flag will be in the signature box):

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



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”.



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

Your signature will be shown in the signature box.