

# Completing A Hiring Pre-Authoization Form Request In DocuSign

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Navigate to <https://powerforms.docusign.net/cf5f0e5e-222b-4b51-8e41-414b6abb54b?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-a607-e443830d0cf0>

2

Add your full name and email here

Fill in the name and email for each signing role needed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Prepared By

Your Name: \*

Full Name 

Your Email: \*

Email Address

Please provide information for any other signers needed for this document.

**PCN (ex. 1234 or NEW)**

- 3 Enter the PCN # if there is an existing one or enter "New" if there is not

Please provide information for any other signers needed for this document.

**PCN (ex. 1234 or NEW)**

**Name:**

**Email:**

**Hiring Manager**

**Name: \***

**Email: \***

- 4 Enter the full name and email of the Hiring Manager **tab** to next field

**Hiring Manager**

**Name: \***

**Email: \***

**University Business Officer or Delegate**

**Name: \***

**Email: \***

- 5 If there is an additional reviewer, enter their full name and email here

**Additional Department Chair, Dean, Director,  
or Delegate (Optional)**

Name:

Email:

**Dean/Director or Delegate**

Name: \*

Email: \*

- 6 Enter the full name and email of the Dean/Director or Delegate **tab** to next field

**Dean/Director or Delegate**

Name: \*

Email: \*

**Vice President or Delegate**

Name: \*

Email: \*

**Budget Office**

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Enter the full name and email of the VP or Delegate **tab** to next field (do not change anything for the last three areas - Budget Office, Compensation, and HR)

The screenshot shows a web form with the following sections and fields:

- Email: \*** (Required field): Contains the email address `katiethomas@isu.edu`.
- Vice President or Delegate** (Section Header):
  - Name: \*** (Required field): Contains the name `Brian Sagendorf`.
  - Email: \*** (Required field): Contains the placeholder text `Email Address`. An orange circle highlights the right side of this field.
- Budget Office** (Section Header):
  - Name: \*** (Required field): Contains the text `Budget Office`.

At the bottom of the form, there is an orange button labeled **Begin Signing**, which is highlighted with an orange circle.

8

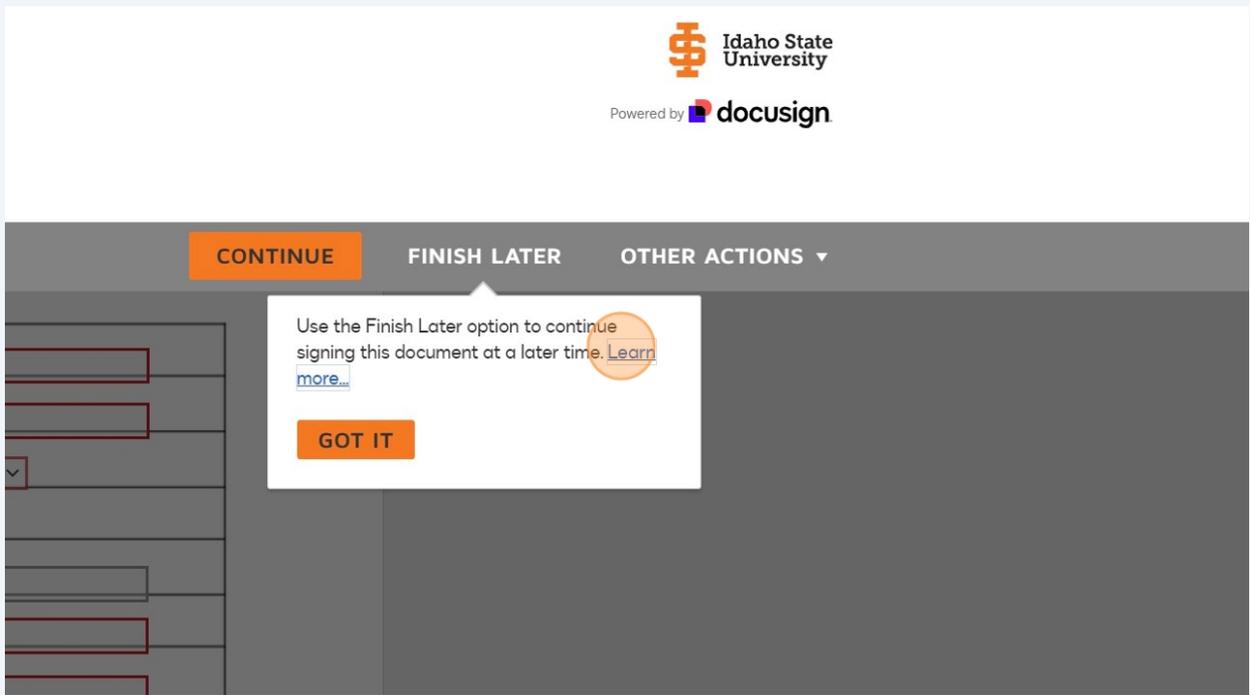
Click "Begin Signing"

The screenshot shows a web form with the following sections and fields:

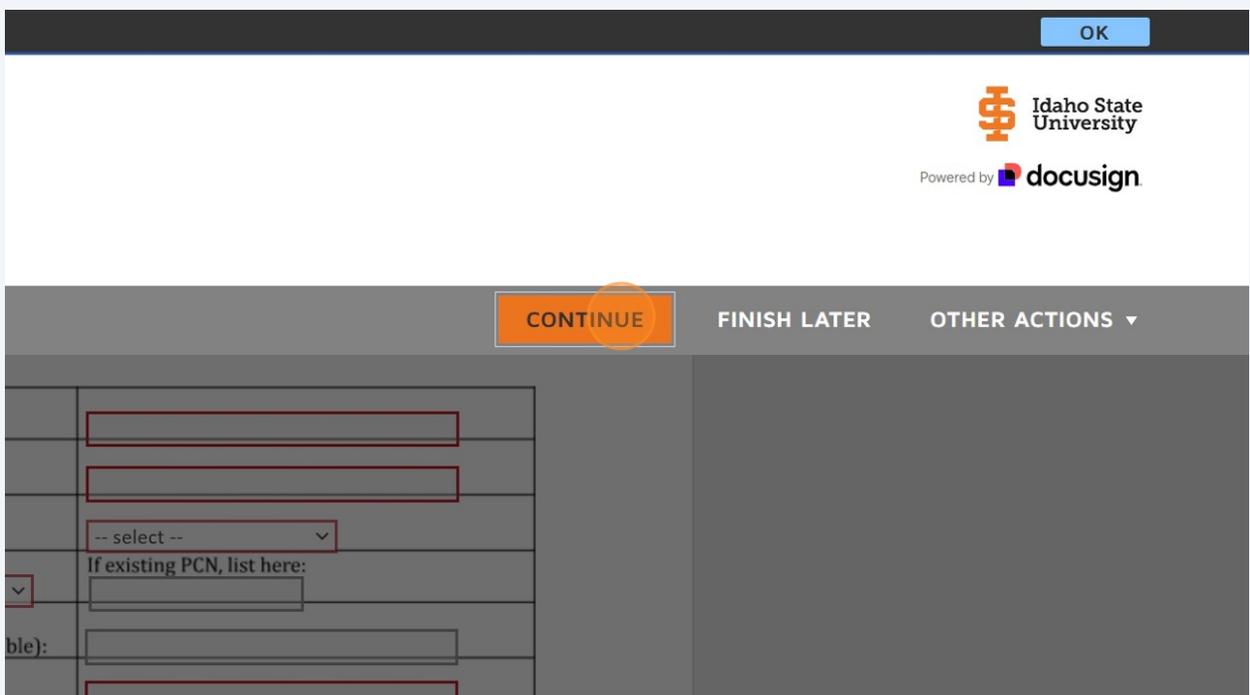
- Conditional Recipient** (Section Header):
  - Group Name**: Contains the text `New PCN Setup Budget`.
- Conditional Recipient** (Section Header):
  - Group Name**: Contains the text `New PCN Setup HR`.

At the bottom of the form, there is an orange button labeled **Begin Signing**, which is highlighted with an orange circle.

9 Click "Learn more..."



10 Click "Continue"



**11** Enter the Department name and the Division Name the request is for

**University**  
**Hiring Pre-Authorization Form**

Prior to conducting a search, the request is routed to your approval chain for review and approval. Once all signatures are complete, the hiring department may work with HR to initiate a Job Posting Request in the Talent Management System (TMS) and launch the search process. This form is not intended for hiring processes without conducting a search. Please contact Human Resources with any questions x2517.

Department:	Human Resources
College/Division:	Campus Operations
Position Type:	Non-Classified Staff
Position Control Number (PCN): (Existing or NEW) -- select --	If existing PCN, list here: Optional
Name of Vacating Employee (if applicable):	
Desired Hire Date:	
Proposed Title:	
Proposed Salary:	
Appointment Months per Year:	

**12** Select the appropriate option. If it is an existing PCN enter the PCN and the name of the vacating employee.

Prior to conducting a search, the request is routed to your approval chain for review and approval. Once all signatures are complete, the hiring department may work with HR to initiate a Job Posting Request in the Talent Management System (TMS) and launch the search process. This form is not intended for hiring processes without conducting a search. Please contact Human Resources with any questions x2517.

Department:	Human Resources
College/Division:	Campus Operations
Position Type:	Non-Classified Staff
Position Control Number (PCN): (Existing or NEW) New PCN Request	If existing PCN, list here:
Name of Vacating Employee (if applicable):	
Desired Hire Date:	
Proposed Title:	
Proposed Salary:	
Appointment Months per Year:	
FTE (Full Time Equivalent):	

### 13 Enter the desired hire date

any questions x2517.

Department:	Human Resources	
College/Division:	Campus Operations	
Position Type:	Non-Classified Staff ▾	
Position Control Number (PCN): (Existing or NEW) <input type="text" value="New PCN Request"/>	If existing PCN, list here: <input type="text"/>	
Name of Vacating Employee (if applicable):	<input type="text" value="Required"/>	
Desired Hire Date:	<input type="text"/>	
Proposed Title:	<input type="text"/>	
Proposed Salary:	<input type="text"/>	
Appointment Months per Year:	<input type="text"/>	
FTE (Full Time Equivalent):	<input type="text"/>	
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:

### 14 Enter the proposed title

Department:	Human Resources	
College/Division:	Campus Operations	
Position Type:	Non-Classified Staff ▾	
Position Control Number (PCN): (Existing or NEW) <input type="text" value="New PCN Request"/>	If existing PCN, list here: <input type="text"/>	
Name of Vacating Employee (if applicable):	<input type="text"/>	
Desired Hire Date:	11/17/2024 <input type="text" value="Required"/>	
Proposed Title:	<input type="text"/>	
Proposed Salary:	<input type="text"/>	
Appointment Months per Year:	<input type="text"/>	
FTE (Full Time Equivalent):	<input type="text"/>	
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:
<input type="text" value="-- select --"/>	<input type="text"/>	<input type="text"/>

**15** Enter the proposed salary

College/Division:	Campus Operations	
Position Type:	Non-Classified Staff	
Position Control Number (PCN): (Existing or NEW) <input type="button" value="New PCN Request"/>	If existing PCN, list here:	
Name of Vacating Employee (if applicable):		
Desired Hire Date:	11/17/2024	
Proposed Title:	Title	
Proposed Salary:	Required	
Appointment Months per Year:		
FTE (Full Time Equivalent):		
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:
-- select --		
-- select --		

**16** Enter the appointment term (ex. 12 months, 9 months)

Position Type:	Non-Classified Staff	
Position Control Number (PCN): (Existing or NEW) <input type="button" value="New PCN Request"/>	If existing PCN, list here:	
Name of Vacating Employee (if applicable):		
Desired Hire Date:	11/17/2024	
Proposed Title:	Title	
Proposed Salary:	\$50,000 Required	
Appointment Months per Year:		
FTE (Full Time Equivalent):		
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:
-- select --		
-- select --		
-- select --		

**17** Enter the FTE (ex. if it is a 12 month appointment the FTE is equal to 1)

(Existing or NEW)	New PCN Request	
Name of Vacating Employee (if applicable):		
Desired Hire Date:	11/17/2024	
Proposed Title:	Title	
Proposed Salary:	\$50,000	
Appointment Months per Year:	12	
FTE (Full Time Equivalent):	Required	
<b>Budget Funding Sources (UBO/Budget):</b>		
<b>Funding Source:</b>	<b>Index:</b>	<b>Percent:</b>
-- select --		

**18** Select from the drop menu the appropriate funding source

Proposed Title:	Title	
Proposed Salary:	\$50,000	
Appointment Months per Year:	12	
FTE (Full Time Equivalent):	1	
<b>Budget Funding Sources (UBO/Budget):</b>		
Required - Dropdown ce1bbf4d-daf9-4c83-beaa-aa00814f92b2	<b>Index:</b>	<b>Percent:</b>
Central		
-- select --		

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Enter the index number associated with this source and the percentage of the funding coming from this source (ex. 50% of the funding from this index will support this role, while another 50% of the funding will come from an additional source).

Proposed Title:	<input type="text" value="Title"/>	
Proposed Salary:	<input type="text" value="\$50,000"/>	
Appointment Months per Year:	<input type="text" value="12"/>	
FTE (Full Time Equivalent):	<input type="text" value="1"/>	
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:
<input type="text" value="Central"/>	<input type="text" value="Required"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>

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If the funding for the position is not 100% funded from one index enter the additional information. If the funding is 100% from one index the skip this step.

Proposed Salary:	<input type="text" value="\$50,000"/>	
Appointment Months per Year:	<input type="text" value="12"/>	
FTE (Full Time Equivalent):	<input type="text" value="1"/>	
Budget Funding Sources (UBO/Budget):		
Funding Source:	Index:	Percent:
<input type="text" value="Central"/>	<input type="text" value="INDEX"/>	<input type="text" value="%50"/>
Optional - Dropdown 44effc72-ebfd-4ff7-b132-72c5554342e1	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>

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IF you have this information you can write it here or leave it for the UBO to comment on.

 **Idaho State University**

Additional information on funding source verification and recommendation (UBO/Budget):  
 IF you have this information you can write it here or leave it for the UBO to comment on.

What criteria were discussed that aligns with OAR criteria for faculty and staff? Briefly explain  
 Required best supports and aligns with OAR.

**Required Signatures**

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

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Provide a brief narrative about how this appointment aligns with your divisions strategic goals and the OAR process.

 **Idaho State University**

Additional information on funding source verification and recommendation (UBO/Budg  
 IF you have this information you can write it here or leave it for the UBO to comment on.

What criteria were discussed that aligns with OAR criteria for faculty and staff? Briefly  
 Required best supports and aligns with OAR.

Provide a brief narrative about how this appointment aligns with your divisions strategic goals and  
 process

**Required Signatures**

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

23 Click "Close"

