

How to Complete an Emergency Hire Request form

1

Navigate to <https://powerforms.docuSign.net/9e379a70-d45b-4869-92db-58a530a4d63c?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-a607-e443830d0cf0>

2

Add your full name and email here

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: *

Your Email: *

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

Employee (DO NOT CHANGE EMAIL ADDRESS)

3 Enter the full name of the employee here - *do not change* the email listed here

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

Employee (DO NOT CHANGE EMAIL ADDRESS)

Name: *

Full Name

Email: *

donotchange@isu.edu

Hiring Manager

Name: *

Full Name

Email: *

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

Patience K Ternus

Email: *

donotchange@isu.edu

Hiring Manager

Name: *

Patience K Ternus

Email: *

ternpati@isu.edu

University Business Officer or Delegate

Name: *

Full Name

5 Enter the full name and email of the UBO **tab** to next field

Hiring Manager

Name: *

Angie Dangerfield

Email: *

angiedangerfield@isu.edu

University Business Officer or Delegate

Name: *

Full Name

Email: *

Email Address

Dean/Director or Delegate

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

Cody Fitch

Email: *

codyfitch@isu.edu

Dean/Director or Delegate

Name: *

Full Name

Email: *

Email Address

Vice President or Delegate

Name: *

Full Name

7

Enter the full name and email of the VP or Delegate **tab** to next field

Dean/Director or Delegate

Name: *

Email: *

Vice President or Delegate

Name: *

Email: *

Budget Office

8

Do not change anything here

Budget Office

Name: *

Email: *

Human Resources

Name: *

Email: *

9 Do not change anything here

Human Resources

Name: *

Email: *

Conditional Recipient

Group Name
New PCN Setup HR

Conditional Recipient

Group Name
New PCN Setup Budget

10 Click "Begin Signing"

Conditional Recipient
Group Name
New PCN Setup HR
Conditional Recipient
Group Name
New PCN Setup Budget

Begin Signing

11 Click "Got it"

ic position, while
made within the

The screenshot shows a document signing interface. At the top, there are three buttons: "CONTINUE" (highlighted in orange), "FINISH LATER", and "OTHER ACTIONS" with a dropdown arrow. Below the buttons, there is a form with several input fields. A callout box is overlaid on the "FINISH LATER" button, containing the text: "Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)". Below this text is a "GOT IT" button, which is highlighted with an orange circle. The background of the interface is dark gray, and the text is white.

12 Click "Continue"

ic position, while
made within the

The screenshot shows the same document signing interface as in step 11. At the top right, there is a blue button labeled "OK". Below it, the Idaho State University logo is displayed, along with the text "Idaho State University" and "Powered by docuSign". The "CONTINUE" button is highlighted with an orange circle. The form below contains several input fields, including one labeled "If existing PCN, list here:". The background is dark gray, and the text is white.

13 Enter the information needed for the position.

START

Emergency hires serve as temporary, one-year job placements to ensure that job duties are fulfilled for a specific position, while giving the department time to conduct an open, competitive search. In the event that a qualified hire cannot be made within the initial one-year Emergency Hire appointment, the current Emergency Hire may be extended by an additional year, subject to approval by the ISU Office of Human Resources.

Position Title:	Title
Department:	Human Resources
Position Control Number (PCN): (existing or NEW) <input type="button" value="New PCN Req"/>	If existing PCN, list here:
Name of Proposed Candidate:	Name of Candidate
Current ISU employee? (Yes/No)	Yes
Proposed Salary:	\$50,000
Appointment Months per Year:	12
FTE (Full Time Equivalent):	1
Desired Start Date:	11/17/2024
Reports to:	Angie Dangerfield

Rationale for Emergency Hire Request: Please provide a brief explanation of why hiring the desired candidate in a temporary replacement capacity prior to conducting an open and competitive search is in the best interest of the unit at this time:

14 Provide rationale for emergency hire

FTE (Full Time Equivalent):	1
Desired Start Date:	11/17/2024
Reports to:	Angie Dangerfield

Rationale for Emergency Hire Request: Please provide a brief explanation of why hiring the desired candidate in a temporary replacement capacity prior to conducting an open and competitive search is in the best interest of the unit at this time:

Required

Revised November 2024


15

For the "Proposed Salary" field be sure to work with your UBO and provide any additional details

For the "OAR Criteria" field review the OAR process and provide a detailed explanation of how your requests align with OAR Personnel processing

DocuSign Envelope ID: 0B18E43A-AFB1-4953-A271-8F5A3AC8353E

START



Proposed Salary: Please provide additional details regarding the proposed salary for the **Required** candidate.

OAR Criteria: What criteria were discussed that aligns with OAR criteria for faculty and staff? Briefly explain how your request supports and aligns with OAR.

Required Signatures







Hiring Manager _____ Date _____

Dean/Director _____ Date _____

UBO _____ Date _____

16

Review this statement and select the box if it is a temporary appointment

START

Dean/Director _____ Date _____

UBO _____ Date _____

VP/Provost _____ Date _____

Budget Office _____ Date _____

Human Resources _____ Date _____

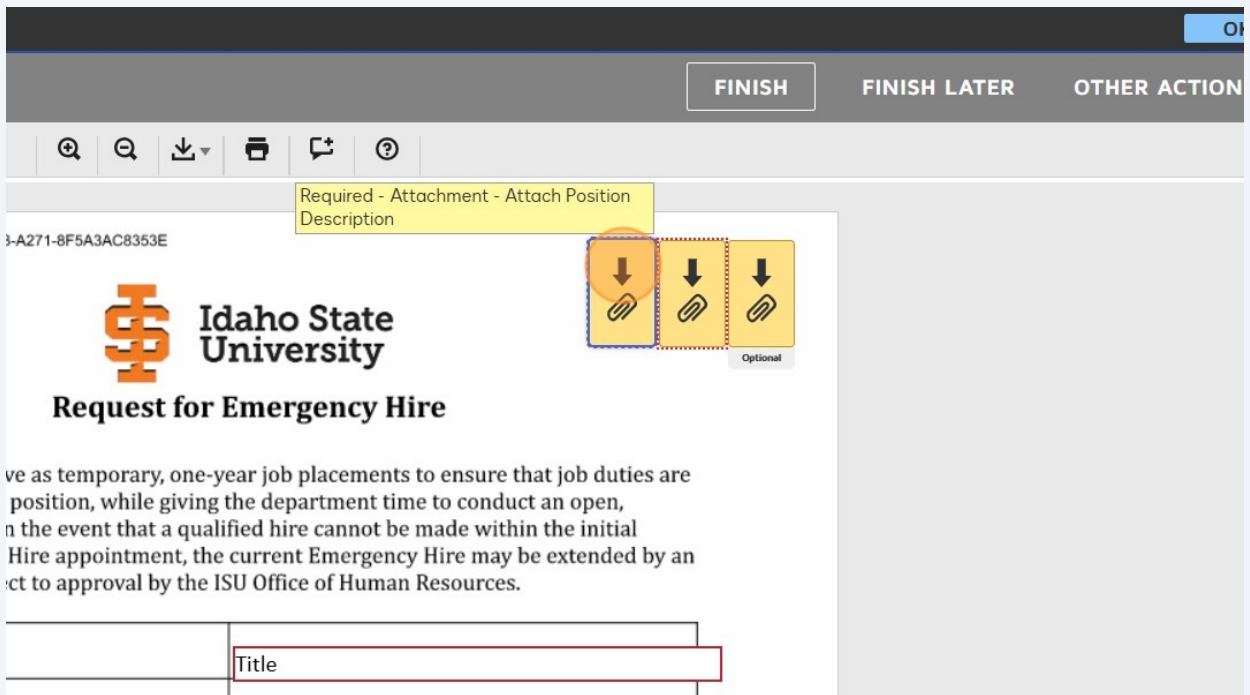
This is a temporary appointment. The next steps will be to work with Human Resources competitive search process to permanently fill the position prior to the conclusion of the temporary appointment. By checking this box, you acknowledge the next steps of the process.

HR/BUDGET IMPLEMENTATION	
New PCN Assigned (if applicable):	PBUD Confirmation:
Position Type:	Class Code/Title:
FLSA Status:	Compensation:

17 Add the required attachments to each respective attachment upload.

Those attachments are:

- Position description
- Candidate CV/Resume
- And any additional information you feel necessary



18 Click "Finish"

This is a temporary appointment. The next steps will be to work with Human Resources to conduct an open, competitive search process to permanently fill the position prior to the conclusion of the temporary Emergency Hire Appointment. By checking this box, you acknowledge the next steps of the process.


HR/BUDGET IMPLEMENTATION	
New PCN Assigned (if applicable):	PBUD Confirmation:
Position Type:	Class Code/Title:
FLSA Status:	Compensation:

Revised November 2024

Revised Emergency Hire Request.pdf

2 of 2



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