

# REQUEST FOR WAIVER OF RECRUITMENT (SEARCH)



INSTRUCTIONS: Waivers are to be requested only under exceptional circumstances. The conditions warranting a waiver of search are described in "Search and Selection Policies and Procedures." Waivers of recruitment must be approved by the Human Resources prior to proceeding with a hire.

- ◆ *Department* – Enter all information requested and obtain signature of Department Chair. Please attach this form to the material and/or documentation upon which you based your recommendation. Forward to Human Resources.
- ◆ *Human Resources* will send the response to this request and all relevant attachments to the department via email once approved or denied.

Candidate: \_\_\_\_\_ Hiring Department: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Salary: \_\_\_\_\_

Appointment Promotion Full Time or Part time equivalent

Proposed Start Date: \_\_\_\_\_ Length of appointment: \_\_\_\_\_

Will a full search take place? Yes No If yes, when? \_\_\_\_\_

Ethnicity: White Black Hispanic Asian/Pacific Islander Native American/Alaskan Native Unknown

Gender: Male Female

Funding Source: State, Line No. \_\_\_\_\_

Other (specify) \_\_\_\_\_

Brief justification for waiver (attach additional pages and documentation as necessary): \_\_\_\_\_

Please describe how the candidate was identified for this position (attach additional pages and documentation as necessary):

## Request submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Approval by Department Chair/Head (signature): \_\_\_\_\_

Recommendation of Human Resources: **Approved** **Disapproved**

Explanation: \_\_\_\_\_

Signature of COO \_\_\_\_\_ Date: \_\_\_\_\_

## COMMENTS

Signature of Affirmative Action Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up date: \_\_\_\_\_