



Current Date \_\_\_\_\_

## WAIVER TO POSTING

In the rare event that the hiring department is requesting a waiver of the posting process for a position, the Hiring Manager must upload this form into the Document section on the Job Requisition Form in PageUp and include a narrative to the form explaining the exceptional circumstances that justify the waiver. All waivers are subject to review and approval by the Office of Human Resources.

Name of Individual recommended for appointment \_\_\_\_\_

Recommended Start Date \_\_\_\_\_ Recommended Salary \_\_\_\_\_

If Applicable, name of last person holding this job \_\_\_\_\_

New Position YES/NO Position number \_\_\_\_\_

Department and Department ID \_\_\_\_\_

### PLEASE CHECK ALL BOXES THAT APPLY AND PROVIDE SPECIFICS AS NEEDED

☐ FULL TIME OR ☐ PART TIME *If part-time, # hours per week:* \_\_\_\_\_

☐ EXEMPT ADMINISTRATIVE OR STAFF POSITION

☐ NON---EXEMPT STAFF POSITION

☐ TEMPORARY *If temporary, anticipated end date:* \_\_\_\_\_

### SELECT WAIVER TYPE:

If the position is funded by a grant or contract and the employment relationship is anticipated to be no longer than twelve (12) months in duration.\*

There is an opportunity to secure a staff person on a permanent basis, independent of a specific vacancy or position, and that person has such highly specialized skills that a search would not yield as qualified a candidate.

There is an immediate and urgent need to fill a position and the appointment has an anticipated duration of less than six months.

The candidate is highly qualified for the position based on expertise and possesses unique skills, knowledge, abilities or experience.

*\*Some exceptions may apply. Please see HR.*

**SPECIAL QUALIFICATIONS OF RECOMMENDED INDIVIDUAL WHICH JUSTIFY APPOINTMENT: (Please attach a copy of resume or vita) :**

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**Other Comments:**

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**APPROVALS:**

Department Head  
(If applicable)

DATE:

President/SVP/AVP-HR-UMSO

DATE: