



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) :

Other Comments:

APPROVALS:

Department Head
(If applicable)

DATE:

President/SVP/AVP-HR-UMSO

DATE:
