

## RECRUITMENT WAIVER INSTRUCTIONS

**RECRUITMENT WAIVERS ARE NOT TO BE USED TO AVOID ADVERTISING YOUR POSITIONS. WAIVERS ARE ONLY TO BE USED IN CASES OF URGENCY, SUCH AS INSTRUCTOR OVERLOADS OR ESSENTIAL POSITIONS, WHICH IMPACT OPERATIONAL PRODUCTIVITY AND EFFICIENCY. ALL WAIVERS MUST BE PRE-APPROVED BY HUMAN RESOURCES BEFORE ANY JOB OFFER IS MADE.**

STEP 1 To complete a Recruitment Waiver Form, you must have the following available:

- 1) Applicant Name
- 2) Position Number
- 3) Department Name
- 4) Supervisor's Name
- 5) Assignment Begin and End Dates
- 6) Proposed Pay Rate
- 7) Reasons for Recruitment Waiver

STEP 2 Once information is completed on the form, signature approval is needed by the following:

- 1) Department Head
- 2) Vice President
- 3) Human Resources Representative
- 4) Human Resources Director

The HR Director finalizes the approval. Once approved, Human Resources Representative will contact the hiring department to submit a Request to Fill in One-Stop.



# RECRUITMENT WAIVER

**THIS FORM MUST BE APPROVED AND SIGNED BY THE HUMAN RESOURCES DIRECTOR BEFORE HIRING.**

APPLICANT NAME: \_\_\_\_\_

POSITION NO.: \_\_\_\_\_ DEPT.: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

PROPOSED PAY RATE: \_\_\_\_\_ PER \_\_\_\_\_

ASSIGNMENT BEGIN & END DATES: \_\_\_\_\_ TO \_\_\_\_\_

\*REASON FOR WAIVER: \_\_\_\_\_

\*OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*PROVIDE ANY PERTINENT INFORMATION OR SUPPLEMENTAL DOCUMENTATION TO SUPPORT YOUR WAIVER REQUEST.**

## SIGNATURES REQUIRED

\_\_\_\_\_

Department Head / Director

\_\_\_\_\_

Date

\_\_\_\_\_

Dean / Vice President / Provost

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources Director

\_\_\_\_\_

Date