

How to Request a Waiver of Recruitment

The waiver of recruitment process is now performed through PageUp. A waiver of recruitment form is no longer required. The following procedure in PageUp has replaced the paper version of this process.

The request for waiver of recruitment is now embedded as a part of the **Job Posting** in PageUp. These instructions are an overview of the **Request for Waiver of Recruitment** section of the job posting (for complete instructions go to the [Recruitment](#) page of the HR website). In order to access this section in PageUp a job posting must be initiated. This action is required to initiate the offer process and the onboarding portal for the candidate (regardless of internal or external status).

If the job is to be posted and collect applications, select **No** and continue on to **Position Details**.

The screenshot shows a form titled "REQUEST FOR WAIVER OF RECRUITMENT" with a green header. The form contains the following fields and options:

- Are you requesting a waiver of recruitment:** Radio buttons for **Yes** and **No**.
- If yes, provide rationale for waiver of recruitment.** A large text area with a placeholder: "This statement will serve as the justification memo (see University Policy HR 20.02-09/15):".
- Name of Candidate:** A text input field.
- Race:** A dropdown menu with "Select" as the current value.
- Gender:** A dropdown menu with "Select" as the current value.
- Appointment Type:** A dropdown menu with "Select" as the current value.
- Funded from Contract Grant:** Radio buttons for **Yes** and **No**.
- Title of Grant:** A text input field.

At the bottom of the form, there is a note: "Upload via Comment or Document Tab the candidate's resume/cv & other pertinent info (ie, project description or special assignment). Candidates must meet minimum qualifications. Background screening required for hires prior to employment offer."

To request a waiver of recruitment, select **Yes**.

If yes – provide rationale in the text box. This will serve as the justification memo, if additional space is needed or if preferred attach a memo to the **Documents** tab.

Name of Candidate – Name of internal/external candidate to be waived.

Race – Select from dropdown.

Gender – Select from dropdown.

Appointment Type – Select from dropdown.

- **Regular** – Line Faculty or Staff
- **Temporary/Emergency** – Soft money, Grant funded, or Time-Limited positions
- **Visiting**

Funded from Contract Grant – Select **Yes** or **No**.

Title of Grant – Include if applicable.

Upload the candidate's resume/cv & other pertinent info (i.e., project description or special assignment) via the Comment or Document Tab. Candidates must meet minimum qualifications. Background screening required for hires prior to employment offer.

Approval process – Divisional approval is required please select appropriate approval process when submitting the request.