

Request for Waiver of Recruitment

All units must comply with the University's Recruitment policy, however, there may be situations in which a compelling justification exists to make a noncompetitive selection. The [Noncompetitive Selection Policy](#) describes circumstances that may justify a hire without a competitive search. In order to proceed with a noncompetitive hire, this waiver form must be completed. Selected individuals must be qualified for the requested position.

Instructions: Please complete the fields on this form and attach to your Talent requisition. The HR Recruitment & Outreach team will review this form, along with your requisition, upon receipt.

Section 1: Waiver Information (required)

Date of Request: _____

Hiring Authority Name: _____

Hiring Authority Email: _____

Applicant Name: _____

Applicant Email: _____

Position Title Requested: _____

Choose One:

Emergency Hire

Individual Named in Grant or Offer Letter

Returning Employee

Project-Specific Appointments

Visiting Scholar and Research

Collaborator/Strategic Opportunity Hire

Spousal/Partner Hire

Provide an overview of the candidate's skills and qualifications for the position:

Provide an explanation of how this candidate will add value to your unit:

Section 2: Emergency Hires & Project-Specific Appointments (required only for listed noncompetitive types)

Explain why this hire cannot be supported by a 7-day recruitment process.

What is the impact if this position is not filled immediately?