It is the policy of the University to recruit both within and outside its workforce to obtain qualified applicants. Under special circumstances a waiver of recruitment maybe granted to allow the hiring of an individual without listing the position for open recruitment and advertisement. Additional information is available at: <http://ucop.edu/local-human-resources/manager-resources/hiring-process/waiver-of-recruitment.html>

The intent of the UCOP Human Resources Recruitment Waiver procedure is to ensure that recruitment will be waived only under appropriate circumstances. It is preferable to conduct an open recruitment for all positions through the CATS system to allow equal access and opportunities and attract a diverse applicant pool.

DEPARTMENT – PREPARATION OF PACKET

|  |  |  |  |
| --- | --- | --- | --- |
| Control Unit (Division)  | Sub Department (Unit) | Candidate Name | Classified Job Code/Position Title  |
|  |  |  |  |
|

|  |  |
| --- | --- |
| Current Salary | Are there other employees in the department at the same or lower level who are qualified for this position?* Yes, pls. explain Employee(s) names
* No
 |
|  |

 |
| Waiver Packet Attach the following documentation. |
| * Classified Job Description w/ department org chart
* Candidate Resume
* Detailed explanation of selected business need
* Please attach open recruitment supporting documentation when applicable (EEO report, JD, recruitment efforts)
 |
| Business Need Indicate the reason(s) to waive recruitment.  |
| * Career University employee possesses unique or scarce skill, knowledge or ability
* Past recruitment difficulty with documented evidence of past recruitment efforts
* Completion of a University-sponsored training program for development into the position
* Business necessity extremely limited time or funding constrains project completion
* Program funding-transfer shifts existing position and funds to new unit
* Contract or Limited to career conversion within original department, if current appointment received open recruitment (Please include requisition number and recruitment sources used.)
 |
| Limited Appointment Check the box, if applicable.  |
| * This waiver is for a limited appointment and may not exceed 900 hours. Note: waiver will benon-renewable.
 |
| Signature of Department | Name | Date |
|  |  |  |

HUMAN RESOURCES – REVIEW AND APPROVAL

|  |  |
| --- | --- |
| Waiver Packet Tracking Number | Receipt Date |
| EEO Impact. Compliance will provide the following documentation to Employment to attach. |
| * Assessment of waiver impact on campus equal-employment opportunities
 |
| Talent Acquisition Assessment. TA will provide the following documentation to EEO and CHRO to attach. |
| * Assessment of open recruitment
 |
| Signature of Executive Director of Human Resources | Name | Date |
|  |  |  |
| Waiver Decision  |  |  |
| * Approved
 | * Recruitment is recommended
 |

|  |
| --- |
| If Union Position. Labor Relations will request approval from the appropriate Bargaining Unit Representative.  |
| * Approved
 | * Declined, or no reply after 7 days
 |