

Waiver of Recruitment

It is the policy of the University of California, Davis to recruit both within and outside its workforce to obtain qualified applicants. Under special circumstances, a waiver of recruitment may be granted to allow the hiring of an individual without listing the position for open recruitment and advertisement. The intent of the Waiver of Recruitment procedure is to ensure that recruitment will be waived only under appropriate circumstances. It is preferable to conduct an open recruitment for all positions to allow equal access and opportunity, and attract a diverse applicant pool.

Today's Date: _____ **Talent Acquisition Partner:** _____

Requesting Department: _____

Requestor Name: _____

Requestor Title: _____

Candidate Name: _____

Payroll/Working Title: _____

Career or Contract Position: _____ **Length of Contract (if applicable):** _____

% FTE: _____ **Job Level (P1, P2, M1, M2, etc.):** _____ **Salary Grade:** _____ **Salary Offered:** _____

HR Business Partner Name (if applicable): _____

Why are you requesting to waive recruitment?

Previous recruitment attempts did not result in identifying a qualified candidate pool, and/or recruitment difficulties in attracting candidates with the required skills, knowledge and abilities unique to the position have been documented

Unanticipated business requirements warrant filling the position on an immediate basis and the time needed to conduct a search would have a negative impact on meeting critical operational needs of the department or would violate a formal contractual obligation of the University

There are special appointment conditions, such as an organizational entity or program moving to the location along with specified current employees

The delay resulting from conducting a competitive recruitment would endanger health and safety

REQUIRED – Detailed rationale for request to waive recruitment:

Are there employees in the department at the same or lower classification who are qualified for this position?

Yes (explanation needed below)

No

Explain why you are excluding qualified internal employees from consideration. Please include name(s) of other employees.

List any Affirmative Action Goals associated with the position.

MANAGER, LEADERSHIP RECRUITMENT & DIVERSITY SERVICES

Signature

Date

Yes, request approved

No, request denied

Comments:

CHIEF COMPLIANCE OFFICER/DESIGNATE

Signature

Date of Consult

CHIEF HUMAN RESOURCES OFFICER/DESIGNATE

Signature

Date

Yes, request approved

No, request denied

Comments: