

Posting/Search Waiver

Department: _____ Phone: _____

Contact Person: _____ E-mail Address: _____

Name of Proposed Hire: _____

Proposed Start Date: _____ Proposed End Date (if applicable): _____

Position Title: _____ Proposed Salary or Hourly Rate: _____

Attach additional information to support the request (Resume or Vita, justification for hire).
(Candidate for position must be qualified for the position).

Reason for Posting/Search Waiver:

Partner Engagement

Partner's Name: _____ Partner's Date of Hire: _____

Partner's Current Position: _____ Partner's Current Department: _____

Approved by Partner Engagement Coordinator (Signature): _____ Date: _____

Scarce Skills - Attach documentation/justification

Return from Layoff

Veteran Approved by Institutional Equity & Inclusion (Signature): _____ Date: _____

No verbal or written offer should be made to any desired candidate unless and until final approvals and signatures are obtained.

After the Dean and/or Department Head/Director has signed (see below), please attach this form to the final paperwork (blue memo/gold form) and forward to Human Resources. Human Resources will obtain additional signatures including appropriate Executive for final authorization.

Approved by : (Signature)	Title	Date
	Supervisor (or designee w/approval)	
	Next highest in supervisory chain	
Review for Compliance: (Signature)	Title	Date
	Human Resources	
	Institutional Equity	
Approved by: (Signature)	Title	Date
	Executive (Staff Hire)	
	Provost (Faculty Hire)	
	President	