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# Request for Waiver of Recruitment

**For Classified Staff, Service Professionals & Postdoctoral Scholars**

Check One

**Classified Staff** **Service Professional Postdoctoral Scholar**

Date of Request:

|  |  |
| --- | --- |
| Candidate/Salary Information | |
| Name: | Empl ID: |
| Current NAU Employee:  Yes  No | |
| Requested Salary: $ | Per: |
| Attach current resume or application for candidate and the job description. | |

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| **Position Information** | | |
| Job Title of position to waive: | | College/Department: |
| Financials Dept ID:      Fund:       Program:       Project: | | |
| Replacement Position:  Yes  No | For (name): | | |
| Related to a Search:  Yes  No | | Vacancy Number: |
| Grant Funded Position:  Yes  No | | NAU Online Affiliated:  Yes  No |
| Status:  Full-time (40 hrs)  Part-time  Fiscal Year  Academic Year  Other | | |
| Position is Safety/Security Sensitive:  Yes  No (See NAU Policy #1.085) | | |
| Appointment Period: From       To | | FTE: |
| Reports to Position #: | Sponsorship Required:  Yes  No | |

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| **Requestor Information** | | |
| Requestor: | Title: | Phone: |

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| **Reason for Requesting Waiver of Recruitment** |
| State: 1) reason for requesting waiver (see criteria outlined in Waiver guidelines), and 2) qualifications of candidate being considered and how they compare to the required qualifications for the position. |
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Questions? Call your Human Resources Analyst or Consultant at 523-2223 or Equity and Access (EAO) at 523-3312

**To apply for a Waiver of Recruitment, the following steps must be followed:**

1. The completed Request for Waiver of Recruitment form and other required supporting documentation (see process guidelines) must be submitted for signature in the order shown below.
2. After review and approval by the department head/supervisor followed by the Dean or Director, as appropriate, the original forms are sent to Human Resources for review of the job description and salary classification.
3. Human Resources will forward the form and supporting documentation to the Equity and Access Office (EAO) for review and approval. Following their approval, the form will go to the *hiring authority* for review and approval.
4. The original forms are then returned to the hiring unit and uploaded to the ePAR with the additional hiring documentation in order to complete the hire.
5. If the position is grant funded, the department should notify the employee in writing that this position is subject to the availability of funding. If classified staff, the incumbent is not eligible for layoff or recall status.

**Signatures should be obtained in the order designated below.**

| **Required Signatures** | | | | |
| --- | --- | --- | --- | --- |
| **Position** | | **Name (printed)** | **Signature** | **Date** |
| Dept. Chair/Supervisor for approval: | |  |  |  |
| Dean/Director for approval: | |  |  |  |
| Human Resources classification and salary review: | |  |  |  |
| Equity and Access Office for approval: | |  |  |  |
| VP and/or Exec. Director as appropriate for approval: | |  |  |  |
| Provost as appropriate for approval: | |  |  |  |
| Budget Office for review: | |  |  |  |
| As needed: | Sponsored Projects  for approval: |  |  |  |
| Ctr for Int’l Education for review: |  |  |  |
| NAU Online for approval: |  |  |  |
| **For questions, call EAO at (928) 523-3312** | | | | |

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|  | Position Budgeted Amount: | $ | Position Number: |  |  |

**\*\*Reminder\*\***

* Candidates hired through waiver of recruitment process are subject to NAU’s policy on background investigations. Prior to the hiring of a staff member or postdoctoral scholar utilizing the waiver of recruitment process, the originating department must comply with the obligation to conduct the appropriate reference checking and background investigations (which may include fingerprinting for safety/security positions). Refer to the [Human Resources website](https://in.nau.edu/human-resources/hiring-selection/) for department obligations in following the requirement and procedures.
* Grant-funded positions are subject to availability of funding and, if classified staff, incumbent is not eligible for layoff or recall status.