

Request for Waiver of Recruitment

For Administrators

Date of Request:

Candidate/Salary Information

Name:	Empl ID:
Current NAU Employee: <input type="checkbox"/> Yes	Current NAU Employee: <input type="checkbox"/> No
Requested Salary: \$	Per:

Attach current resume or application for candidate, the job description, draft letter of offer, and original position approvals.

Position Information

Job Title of position to waive:	College/Department:
Financials Dept ID:	Fund:
Program:	Project:
Replacement Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	For (name):
Related to a Search: <input type="checkbox"/> Yes <input type="checkbox"/> No	Vacancy Number:
Appointment Period: From	To:
FTE:	Reports to Position #:
Position is Safety/Security Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No (See NAU Policy #1.085)	Sponsorship Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No

Status: Full-time (40 hours) Part-time Fiscal Year Academic Year Other:

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.

Questions? Call **Equity** and Access at (928) 523-3312

Reason for requesting waiver of recruitment, continued. (If additional space is needed, please attach a separate sheet to the packet.)

To apply for 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 guideline) must be submitted for signature in the order shown below.
2. Prior to the hiring of an administrator 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](#) for department obligations in following the requirement and procedures.
3. If the position is grant funded, the department should notify the employee in writing that this position is subject to the availability of funding.

Signatures must be obtained in the order designated below.

Required Signatures

Position	Name (printed)	Signature	Date
Department Head for approval:			
Vice President for approval:			
Equity and Access for approval:			
President/Designee approval:			
Sponsored Projects as appropriate for review:			
Center for Int'l Education as appropriate for review:			

For questions, call EAO at (928) 523-3312

Position Budgeted Amount:	\$	Position Number:	
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****Reminder****

- Candidates hired through waiver of recruitment process are subject to NAU's policy on background investigations. Prior to the hiring of an administrator 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](#) for department obligations in following the requirement and procedures.
- Grant-funded positions are subject to availability of funding.