

Request for Waiver of Recruitment

For Classified Staff, Service Professional & Postdoctoral Scholars

Check One

Classified Staff

Service Professional

Postdoctoral Scholar

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 and the 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:
Grant Funded Position: <input type="checkbox"/> Yes <input type="checkbox"/> No	NAU Online Affiliated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Position is Safety/Security Sensitive: <input type="checkbox"/> Yes <input type="checkbox"/> No (See NAU Policy #1.085)	FTE:
Appointment Period: From:	To:
Reports to Position #:	Sponsorship Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No

Status: Full-Time 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 outline in Waiver Guidelines), and 2) qualifications of candidate being considered and how they compare to the required qualifications for the position.

Questions? Call your Human Resources Analyst or Consultant at 523-2223 or Equity and Access (EAO) at 523-33122

Rationale for requesting waiver of recruitment, continued. Note: If additional space is needed, please attach a separate sheet to the waiver form.

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 final approval step is the President/Designee.
5. After the President/Designee approves, the original forms are then returned to the hiring unit and uploaded to the ePAR with the additional hiring documentation to complete the hire.
6. 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 applicable, for approval:			
President/Designee for approval:			
As needed: Sponsored Projects approval:			
As needed: Ctr for Int'l Education for review:			
As needed: NAU Online for approval:			

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 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](#) 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.