



Recruitment Waiver Request Form for Staff and non-Student Hourly Hires

Instructions: In order to achieve equal access and equal employment opportunity, it is generally necessary to conduct an open recruitment for all positions. A School or unit may seek an exemption from the posting requirements based on one of the categories identified below. This form should be used to obtain the necessary internal approvals before submitting a waiver request to VCU HR for review and approval.

Title of Position:	Department:
Position Number:	New Position: Y/N
Name of Person to be Hired:	Start Date:

Reason for Requesting Waiver (Check One)

Emergency hire. This type of search waiver may be requested when there is an urgent and unanticipated need to fill a position, there is not enough time to conduct a search, and the identified candidate has the expertise and is available to begin immediately. If the position is to be filled beyond the duration of the waiver, an open search must be conducted. Emergency search waivers are made for a limited time; not to exceed one year.

Layoff placement. This type of search waiver may be requested to place a current employee into a new position to avoid termination during a reduction-in-force or to place a current VCU classified layoff applicant exercising preferential re-hire rights.

Persons specified in a grant. This type of search waiver may be requested to hire a candidate has been named as a Principal Investigator in a grant application or for an individual that has been designated in a grant application as someone intended to work on the project.

Dual career hire. This type of search waiver may be used when the successful recruitment or retention of an executive or senior administrator is ultimately dependent on an appointment for his or her spouse/partner. Every spouse/partner hire must meet the qualifications of the position and is contingent on ultimate employment or retention of the associated individual.

Multiple hires from a single search. The offer of employment to a candidate that has been identified from an existing applicant pool in response to a recent posting for the same job title or a position with significantly similar job duties, responsibilities and qualifications.

Dispute resolution. Placement of an individual in a position for the purpose of resolving an employment complaint, grievance, or dispute.

Accommodation. The assignment of new job duties resulting in a university job title change to provide a reasonable accommodation for a qualified current employee with a disability.

Other. Provide detailed reason for waiver request below.

Detailed Justification (To be completed by Hiring Manager)

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Attach the following:

1. The curriculum vitae or resume of the person you seek to hire without a search
2. Verification of credentials of the person you seek to hire without a search (if applicable)
3. Copy of grant application naming the person you seek to hire (if applicable)

Requestor Name:	Requestor Signature:	Date:
HRP Recommendation Y/N (Include comments if needed):	HRP Signature:	Date:
Dean/VP/Designee Name:	Dean/VP/Designee Signature:	Date:

Next Steps:

- Follow the instructions in the eGuide to eJobs for creating a job posting
 - oPosting Details:
 - For type of search select “direct appointment.”
 - oApplicant Documents:
 - Attach waiver request form and any other supplemental documents.
- Once VCU HR has reviewed and approved the waiver request you will receive an email with the direct link to the posting to be emailed to the person you seek to hire.
- Once the candidate has completed the required online application proceed with closing out the processes as outlined in the eGuide to eJobs.