



Posting/Search Waiver

Department:

Phone:

Contact Person:

Email Address:

Name of Proposed Hire:

Employment Start Date:

Employment End Date:

Position Title:

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 Search/Posting Waiver:

Dual Career

Partner's Name:

Partner's Date of Hire:

Partner's Current Position:

Scarce Skills/Direct Experience—(Please attach list and justify)

No Verbal or written offers should be made to any desired candidate unless and until final approvals are granted.

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 Affirmative Programs. Human Resources will forward to the appropriate Executive for final authorization.

Approved by: (Signature)	Title	Date
	Department Head/Director (Staff Hire)	
	Dean (Faculty Hire)(Staff hire, if applicable)	
Reviewed for Compliance: (Signature)	Title	Date
	Affirmative Programs	
	Human Resources	
Approved by: (Signature)	Title	Date
	Executive (Staff Hire)	
	Provost (Faculty Hire)	
	President	