



Waiver of Advertisement Request Form

Use of this form is permissive only after obtaining permission from the appropriate Dean, Director and/or Department Head when requesting a Waiver that will contribute to the achievement of unmet institutional benchmarks for employment or a position for which it is difficult to recruit candidates. Waiver requests, in the event of unanticipated or other compelling circumstances, will require VP approval.

Step 1: Review the [Waiver of Advertisement Policy](#).

Step 2: Provide the following information:

To: Renisha Gibbs, Assistant Vice President, Office of Human Resources

From:

Department:

Phone #:

Date:

Subject: Waiver of Advertisement Request

Name of Candidate:

Position Number: _____ **Position Title:** _____

Effective Date: _____ **Salary:** _____

Race/Ethnicity:	White	Asian	Hispanic/Latino
2 or More Races	Black/African-American	American Indian/Alaskan Native	Native Hawaiian/Other Pacific Islander

Gender: Male _____ Female _____

Appointment Type: USPS _____ A&P _____ Faculty _____

Source of the Candidate?
(internal, external, or referral candidate)

Specific circumstances & rationale for request:

Step 3: Attach a copy of a current Position Description to this form.

Step 4: Attach a copy of the Candidate's Resume to this form.

Print: _____ **Sign:** _____ **Date:** _____
Dean, Director, and/or Dept. Head

Print: _____ **Sign:** _____ **Date:** _____
Vice President

Signature: _____ Date _____ Approved / Denied
Renisha Gibbs, Assistant Vice President, Office of Human Resources (or Designee)