

Waiver of Recruitment

Why is this important?

A Waiver of Recruitment is an exception to the University's recruitment policy allowing the department/unit to waive an open competitive search. This process may be approved in exceptional circumstances.

Obtaining a waiver

Any administrator who wants to waive recruitment must prepare a written justification explaining the reason(s) for the waiver and summarize the qualifications of the individual recommended for hire, and obtain approval of the President, Provost, or a Vice President according to the department's reporting structure.

PageUp process

If a waiver is approved, the administrator should develop the following process within PageUp.

- Create a position description including duties and qualifications for Compensation & Organizational Effectiveness to review. (This is not required for faculty positions)
- Continue with a requisition for Talent Acquisition to review. Indicate the waiver for recruitment and upload written justification approved.
- Submit an initial contract in PageUp for review and approvals.

Additional information about a waiver of recruitment can be found in the Hiring Resources [page](#).

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Employee Assistance Program



The Employee Assistance Program (EAP) is available for counseling and advice to assist with stress, anxiety, and concerns. The EAP can be reached by calling 888-275-1205, Press Option #1

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