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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