



# Management Position Search Waiver Request

Complete this form to request a waiver of a search for a management position.

**Requestor's Name:**

**Title of position to be filled:**

**Department/Office:**

**Division:**

**Name of person recommended for hire:**

Copy of resume MUST be attached

Check one:

- Search process will be waived
- Search process will be waived with search initiated within 9 months

**IMPORTANT – PRIOR TO JOB OFFER:**

- An Exception to Hire must be approved
- A job description must be submitted to the Office of Human Resources for review

**Rationale for search waiver:**

	Date	Approved	Denied
_____ Vice President	_____	_____	_____
_____ Director of Human Resources	_____	_____	_____
_____ President	_____	_____	_____