



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
<div>Vice President</div>			
<div>Director of Human Resources</div>			
<div>President</div>			