SEARCH WAIVER REQUEST CHECKLIST FOR
CONTACT PROFESSIONAL AND STAFF POSITIONS
Last Updated: January 2021

1. Search-waived hires must adhere to the same rules and guidelines as the competitive hire process when establishing essential job duties, determining an appropriate salary, and obtaining position approval.

2. Candidates hired via a search waiver CANNOT begin employment until after job opening and job offer have been approved and a background check has been successfully completed.

3. Search waivers granted based on a compelling and urgent need or for research positions are only valid for up to 1 year. Search waivers based on temporary need cannot extend beyond 6 months. Individuals cannot remain in or be reappointed to these positions beyond the length of the search waiver without undergoing a competitive hiring process. The competitive hiring process can occur during the search waiver period and individuals appointed on a search waiver are eligible to apply for those openings.

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| HPM     | Complete a Separation PAF and route for signatures to remove incumbent from position (if necessary). 
**NOTE:** Successful Internal Transfers do not require a Separation PAF. |
| Obtain Approval for a Position Vacancy | |
| Hiring Official/HPM | - Conduct a job assessment. 
- Select an approved Classification Specification. 
- Complete a Position Request Form (PRF) found on the webpage in the HR Forms Directory under the Hiring Process Managers (HPMs) drop-down menu. |
| Approvals/Notifications | - Hiring Official/HPM forward position request materials to HR Classification Services analysis/approval at UnivOfAkron_Class_Srvc@uakron.edu. 
- Requests for non-routine or new positions will be routed for job analysis and approval by Associate VP, Human Resources/CHRO and/or Budget, if needed. 
- Once approved, HR will email HPM/Hiring Official approved copies of the PRF and Classification Specification. 
- HPM should use Resources for Hiring Departments for more helpful information. |
| Request Approval to Waive a Search | |
| Hiring Official | - Identify Special Circumstance(s) for Request to Waive a Search and develop rationale. 
- Instruct candidate to complete an online employment application using the Human Resources Use Only job opening (job opening #9903) and attach a resume or curriculum vitae. 
- Forward to HPM: 1) Account codes for background check 
2) Rationale to waive the search |
| HPM | - Create a job opening via PeopleSoft Recruiting Solutions to initiate the recruiting approval process. |
| Approvals / Notifications | - Approvers review/approve job opening via PeopleSoft Recruiting Solutions. 
- HPM receives electronic notification from Recruiting Solutions upon approval of job opening. |
| Make Job Offer & Prepare Successful Candidate for Hire | |
| HR Recruiter | - Contact search waiver candidate and extend initial offer, contingent upon successful background screening. If they wish to move forward in the process, send email regarding background screening. 
- Upon successful completion of a background check, generate an offer letter and submit for approval by OAA and HR. 
- Enter salary offer into PeopleSoft for electronic approval. 
- Extend a verbal offer and negotiate salary, if appropriate. 
- Generate an offer letter. 
- Schedule an appointment with candidate to for hiring paperwork and offer letter acceptance. 
- Update PeopleSoft Recruiting Solutions to prepare search waiver candidate for hire. |
| Finalize the Search | |
| HPM | - Search File Close-out: Upload any remaining documents from the search process to HR Recruiter to be retained on site for three years. |
| Onboard the New Hire | |
| Hiring Official or Designee | - Orient the new employee. |