

University of Colorado Boulder

University Staff Search Waiver Request

This form must be completed and submitted to the Affirmative Action Officer for review and approval. Completion of this form is not a guarantee of employment. Do not proceed with any hiring negotiations or appointment discussions with a candidate until approval has been received. Please attach a resume.

CU-Boulder is a federal contractor and pursuant to federal regulations under Executive Order 11246 is required to advertise all jobs with the appropriate state agencies and ensure equal opportunity. In exceptional circumstances, it may be permissible to waive an advertised search. These circumstances may include unique and unusual positions and limited term appointments. Search waivers are reviewed on a case by case basis.

Position, Candidate & Department Information			
Position #:	Job Code:	Position Title:	Hiring Authority:
Emp ID:	Candidate Name:	Hiring Dept #:	Hiring Dept Name:
Search Waiver Justification (Required)			
<p>Please describe below the candidate's qualifications and how this request meets the criteria outlined above. For a limited term or an interim appointment of 12 months or less for a non-CU employee, please describe the immediate need to support the request. (A job posting and search process is required if an interim appointment is expected to be filled permanently.)</p>			
Justification Narrative			

The candidate's resume must be submitted as an attachment to the search waiver request.

Approvals (Required to Proceed)

Dean or Hiring Authority Signature

Date

David Pacheco, Campus Affirmative Action Officer

Date