The University of Akron  
Human Resources Operations & Employment

**SEARCH WAIVER REQUEST CHECKLIST FOR**  
**CONTACT PROFESSIONAL AND STAFF POSITIONS**  
Last Updated: April 2020

1. Search waived hires must adhere to the same rules and guidelines 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 has been approved AND the successful completion of a background check.

3. Search waivers granted on the basis of 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Key Action Item</th>
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<tbody>
<tr>
<td>HPM</td>
<td>Complete a <a href="#">Separation PAF</a> and route for signatures to remove incumbent from position <em>(if necessary)</em></td>
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### Step 1 - Obtain Approval for a Position Vacancy

- **Hiring Official/HPM**  
  - Conduct a job assessment  
  - Select an approved Classification Specification  
  - Complete a Position Request Form  
  - Forward request to Dean *(academic units)* or Vice President *(academic support units)* for approval

- **Approvals/Notifications**  
  - Dean/Vice President forward position request materials to HR Classification Services for job analysis and approval by Human Resources  
  - HR forward materials for Budget/Controller funding verification  
  - HR Recruiter email HPM/Hiring Official an approved copy of the position request

### Step 2 - Request Approval to Waive a Search

- **Hiring Official**  
  - Identify [Special Circumstance for Request to Waive a Search](#) and develop rationale  
  - Have candidate complete an online employment application by applying through the Human Resources Use Only job link AND attach a resume or vita  
  - Forward to HPM: 1) account codes for background check, and 2) rationale to waive the search

- **HPM**  
  - Create a job opening via Recruiting Solutions to initiate approval process

- **Approvals/Notifications**  
  - Approvers [review/approve job opening via Recruiting Solutions’ routing process](#)  
  - HPM will receive electronic notification from Recruiting Solutions upon approval of job opening

### Step 3 - Make Job Offer then Prepare Successful Candidate for Hire

- **HR Administrator**  
  - Extend a verbal job offer to candidate and negotiate salary offer if appropriate  
  - Complete background check  
  - Generate an offer letter and forward to successful candidate  
  - Notify Hiring Official/HPM of candidate’s decision  
  - Update system to prepare successful candidate for hire  
  - **NOTE:** Search Waiver CANNOT be extended with A PAF must undergo a competitive hiring process.

### Step 4 - Final Reporting

- **HPM**  
  - Upload or send to HR Operations & Employment all remaining documents from the search waiver process to be retained in Human Resources for three years

### Step 5 - Onboard the New Hire

- **Hiring Official or Designee**  
  - [Orient the new employee](#)