**IMPORTANT NOTES:**

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.

### Obtain Approval for a Position Vacancy

#### Department Chair/Director or Dean
- In collaboration with the Academic Unit, Dean and Provost, the Department Chair/Director will meet and develop a strategic rationale for new or replacement position that includes a job description and suggested make-up of the Search Committee membership per [Collective Bargaining Agreement](#) for AAUP, Article 11, Section 1, C & D.
- [Dean and Provost](#) will collaborate with Human Resources / Classification Services and Budget to establish a recommended salary range.
- [Department Chair](#) completes a formal [Position Request Form (PRF)](#) upon preliminary approval by the Dean and Provost.

#### Approvals/Notifications
- Forward position request materials to HR Classification Services for analysis/approval at [UnivOfAkron_Class_Srvcs@uakron.edu](mailto:UnivOfAkron_Class_Srvcs@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 the Hiring Process Manager (HPM), Equal Employment Opportunity Office (EEO/AA), and the Office of Academic Affairs (OAA), an approved copy of the PRF to create the job opening.

### Request Approval to Waive a Search

#### Hiring Official
- Identify [Special Circumstances(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 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

#### Dean
- Extend a verbal job offer to candidate, contingent upon successful background screening, and negotiate salary offer, if appropriate.
- Upon successful completion of a background check, generate an [offer letter](#) and submit for approval by OAA and HR.

#### HPM
- Complete Prepare for Hire in PeopleSoft Recruiting Solutions (For assistance, use our [Recruitment Process for Faculty Positions](#) document).

#### HR Recruiter
- Contact search waiver candidate and send email regarding background screening
- Once background check results are returned, reviewed and approved, complete the hire.

**NOTE:** Search Waiver CANNOT be extended with a PAF and must undergo the competitive hiring process after the initial hire period.

### Finalize the Search

#### HPM
- Search File Close-out: Upload any remaining documents from the search waiver process to HR Recruiter to be retained on site for three years.

### Onboard the New Hire

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