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 <u>after</u> job opening <u>and</u> job offer have been approved <u>and</u> 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.**

Section	Key Action Item
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) <u>and</u> 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](#).