



## Recruitment Waiver Form

Date: \_\_\_\_\_

Office/Department: \_\_\_\_\_

Title of Position Being Filled through Waiver Request: \_\_\_\_\_

Name of Employee being appointed: \_\_\_\_\_

Position classification (i.e. Limited, AS, US) and appointment period: \_\_\_\_\_

Account to be charged: \_\_\_\_\_

Salary/hourly rate: \_\_\_\_\_ (Must work with Human Resources to determine proper salary/hourly rate)

### **Documents to attach:**

- Letter of rationale
- Department Organizational Chart (current and proposed)
- Position Descriptions showing current and proposed position descriptions
- Current CV/Resume of employee
- Transcript(s) for highest degree earned of employee (if not already on file)
- Transition plan

Once packet is complete with above documents, please obtain required signatures in order as listed below:

\_\_\_\_\_  
Department Supervisor Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Officer Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Affirmative Action Officer \_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Division Head/Director Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Divisional Chancellor's Staff Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources or designee Signature \_\_\_\_\_  
Date