Search Waiver Form Instructions

Before offering a position to a potential candidate without a search, please follow these procedures:

1. Review Search Waiver policy section 3.29 http://webs.wichita.edu/inaudit/ch3_29.htm

2. Complete the Search Waiver form with the proper signatures and submit along with the supporting information (letter of rationale, position description, CV/resume of the person to be hired; and signed background authorization form from the candidate) to Box 13, Office of Academic Affairs.

Routing steps once it reaches the Office of Academic Affairs:

1. Initial review by the Associate Vice President for Academic Affairs

2. Approval by Director of EEO

3. Approval by the Associate Vice President for Academic Affairs

4. Approved form returned to the initiating office.

Once approved by the Provost and Senior Vice President and Director of EEO for doing a search waiver:

1. Enter the required position information into the PeopleAdmin System and mark “Search Waiver approved” where requested. Also enter the individual’s name that you have been approved to hire in the Comment section.

2. Once the position is approved through the People Admin process, please have the applicant go on line and apply for the position. You will receive a link to give to the individual. This is required so that we get these individuals into our federal Affirmative Action Annual Report.

3. Once the individual applies and the back ground check is complete, a hiring proposal process will be posted for you to complete on PeopleAdmin. You will receive an email notification.

4. You should have a signed offer letter before completing the hiring proposal on PeopleAdmin.

5. Once the hiring proposal is completely signed by all entities in People Admin, the hire is complete.

Revised April 26, 2010