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University Staff Search Waivers and Direct Appointments [1]

System Administration Human Resources has established additional guidelines for Search Waivers. While a full search is always recommended, there are instances when you might need to hire someone outside the regular recruitment process. We are calling these situations a direct appointment or search waiver.

Direct Appointment: The two situations outlined below may qualify as a reason to directly appoint a candidate to a position and may not require a search waiver.

1. Qualified candidate is available from a previous search within the past six months. Job descriptions must be similar. Please indicate the previous search's Job Posting/Requisition Number when submitting the Job Change Request Form.

2. Promotion, reclassification, transfer, or rehire (within one year of separation) of a current or former University of Colorado employee.

If a candidate falls into one of the two reasons above, indicate the qualifying reason for a direct appointment in the comments section of the Job Change Request Form. [2] To view the memorandum about this change, click **here.** [3]

Search Waiver: If one of these appointment reasons does not adequately capture the need to hire someone without a recruitment, a Search Waiver form [4] must be approved by the Vice President of Administration, Kathy Nesbitt.

Please contact systemhr@cu.edu [5] for any questions regarding search waivers or direct appointments. Please note, this only applies to positions at System Administration.

Source URL:https://www.cu.edu/university-staff-search-waivers-and-direct-appointments

Links
[1] https://www.cu.edu/university-staff-search-waivers-and-direct-appointments
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