



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

To: Kathy Nesbitt, Vice President

From: [Department Head], [Title]

Subject: Justification for Hire without a Search Process.

Date: [xx/xx/xxxx]

The purpose of this memorandum is to document the reasons why a search process will not be used to fill the position of [Position Title]. Instead of conducting a search, I wish to appoint [Proposed Appointee First and Last Name] to the position, for the following marked reason(s):

- the proposed appointee will serve in a temporary position, or an interim appointment to a regular position, either for 12 months or less; or,
- the proposed appointee is a qualified applicant from recent previous search for a similar University position (similar position descriptions); or,
- the proposed appointee is a current temporary University employee or former University employee (or affiliate employee) who is being hired into a regular position ; or
- the proposed appointee uniquely possesses extraordinary qualifications (e.g., specialized skills, specialized experience), which are estimated to significantly enhance a position's utility and effectiveness beyond its originally intended scope, and in light of such qualifications it is reasonably determined that that a search would not yield a more qualified applicant; or
- the proposed appointee is the spouse of a newly hired University faculty member or officer, and meets qualification for the position being appointed to.

[Briefly provide any additional background information or special circumstances]. As such, I believe this appointment would best serve the University's interests at this time.

Approved: _____

Date: _____

Disapproved: _____

Date: _____

Reason for Disapproval:

cc: Tracy Hooker, Human Resources Director, Employee Services