**REQUEST FOR WAIVER OF OPEN RECRUITMENT**

*UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES*

**Date**:

**To:** Melinda Crawford

Director of Talent Acquisition/Training & Development, Human Resources

**From:** Requesting Dept/Unit Head Lived Name:

 Title:

 Department:

Extension and Email:

**Lived Name of Candidate/Employee:**

**Reasons for Request**: *(Provide specific details regarding the request to waive recruitment due to special circumstances. Special circumstances may include: When a candidate possesses unique skills, knowledge and abilities and there is no other viable candidate available; when there are demonstrated recruitment difficulties; when there are time or funding constraints, or other demonstrated business necessity; and when there are health and safety reasons.).*

**Appointment Information:**

♦Proposed Appointment Dates: From:       To:

♦Department:

♦Employee Class:

♦Position Number:

♦Job Code:

♦Job Title Name:

♦Proposed Salary Rate:

♦Proposed Percent Increase:

 (if promotion or transfer)

***The following items have been submitted to Human Resources through OACIS and the online requisition/application process:***

1. **Requisition** – online requisition created from an approved job description in Job Builder
2. **Job Application** – online application created in TAM and submitted without selecting a job opening.

**Required Approvals for Request**

Department Approver - Lived Name:

Department Approver - Date:

Control Point Approver - Lived Name:

Control Point Approver – Date:

**Required HR Talent Acquisition Director’s Approval**

Job Opening ID for Waiver Request

Melinda Crawford Date

Director of Talent Acquisition/Training & Development, Human Resources

Approved \_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_