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Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

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**Purpose:** Southern Illinois University Edwardsville is firmly committed to Equal Employment Opportunity and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status, and other protected classifications.

Every effort should be made to advertise, post, and evaluate applicants for vacant positions. Additionally, promotional opportunities should generally be filled through a competitive process. Search procedures have been developed in order to ensure an open and competitive process to fill vacant positions. Filling vacancies through the search process assures that the University maintains compliance with Federal and State affirmative action legislation in addition to offering assurance that units are hiring the most qualified candidates. However, in rare instances, a limited number of appointments and some promotions may be made without going through standard search procedures.

**Please review the [Search Waiver Policy](#) before completing this form. For consideration, search waiver packets must include all supporting documentation and signatures**

**Posting Title:** \_\_\_\_\_ **Initiator:** \_\_\_\_\_

**Hiring Manager:** \_\_\_\_\_ **Posting No.:** FY \_\_\_\_ - \_\_\_\_ **Req. ID:** req \_\_\_\_

**Department:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Reason for Waiver:**

Permanent Hire    Short-term (Fewer than 6 months)    Visiting Scholar    Reorganization  
Transfer    Unique Experience and Skills    Strategic Hire

**Has a previous search failed for this job?**    Yes    No    **Funding source:**    Non-grant    Grant

**Provide an explanation of the justification for the non-competitive process. Include how the position is eligible for consideration.**

**Is this search waiver for hiring a specific individual?**    Yes    No

**Specific Individual's Name:** \_\_\_\_\_

**Resume or CV attached:**    **Position Description Questionnaire (PDQ) attached:**

**If this position was identified as goal-oriented, how does the selected candidate help satisfy the goal?**

**Describe the individual's qualifications for the position.**

**Describe how this individual was identified as a candidate for this position. What efforts were undertaken to identify underrepresented individuals?**

**Chancellor/Vice Chancellor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Eq. Opp. & Acc. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_