



## Recruitment Waiver Request

### Position Information

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Candidate you wish to hire: \_\_\_\_\_ PCN: \_\_\_\_\_  
Salary: \_\_\_\_\_ Budget Code(s): \_\_\_\_\_

### Please indicate type of waiver requested

Waiver for interim to permanent hire     Waiver for outside hire     Waiver for promotion     Waiver for interim hire     Waiver for internal hire

### Justification

Please be very specific about the proposed benefits of a recruitment waiver for this position and explain in detail why recruitment should be waived. Sufficient explanation and documentation must be provided with each policy exception request in order for it to be approved and signed:

#### Minimum & Preferred Degree Requirements:

How does the candidate meet / exceed these requirements?

#### Minimum & Preferred Skills / Knowledge Requirements:

How does the candidate meet / exceed these requirements?

### Approval Signatures

Department Head Signature

Date

Dean Signature

Date

Budget Office Signature

Date

Vice President / President Signature

Date

Affirmative Action Officer / HR Signature

Date



### Recruitment Waiver Policy

Lewis-Clark State College seeks to fill its open positions with top performers. In order to ensure that we have that opportunity, the College advertises broadly to attract a large pool of applicants from which to choose. Only in this manner can we be assured that we have chosen the best qualified person for the position. This broad advertising also assists us in increasing the diversity of our employee base, particularly in those positions where the College's Affirmative Action Plan has identified underutilization and/or under representation of females or minorities.

There may be occasions, however, when a broad recruitment is not required, or advisable. For example, we may wish to limit a search to members of a department as a promotional opportunity for current staff. In some cases, we may choose to move an individual in an assistant director role directly into the director role recognizing the inherent training relationship that exists between the two positions. We often receive grants which come with individuals already identified to lead them. And occasionally, some positions require very specialized skills which we know to be difficult to find but through prior networking or past search have discovered an individual with those skills. In all of these cases, we may choose to waive formal job posting and broad recruitment.

For all other regular, permanent positions, the College will engage in a broad search. This includes those positions which might currently be filled by a temporary employee. Converting the temporary employee into the regular position may offer some short-term benefits such as forgoing the need to train; however, failing to assess that person's skills in relation to a broader pool of applicants may also prevent us from bringing a more experienced individual on board who could add greater long-term value. For this reason, excluding some of the reasons listed above, we generally require recruitment for all permanent positions.

**In order for recruitment waivers for permanent positions to be approved, it will be necessary for you to show that the individual you want to hire possesses a unique or specialized skill set that we know to be difficult to find, or that circumstances in your department are of such a critical nature that the time for a broad search cannot be accommodated.**