**AUTHORIZATION TO WAIVE RECRUITMENT
*Please complete this form to request authorization to waive a recruitment for part/full time hires where the expectation is that the contract will be renewed assuming satisfactory performance.***

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| **POSITION INFORMATION** |
| Date: |       |
| Budget position number: |       |
| Fund / Dept / Program code: |       |
| Use for background check fee | [ ]  | If different, provide account: |       |
| UW System title: |       |
| Working title if different: |       |
| Access to minors/medical patients?: [[1]](#endnote-1)🛈 |       |
| Department name: |       |
| Campus mailing address: |       |
| Position type: |  |
| FTE%: |       |
| Start Date: |       | End Date: |       |
| Appointment basis: |  |
| Proposed salary or range (100%): |       |
| New or replacement position: |  |
|  |
|  |
| **IF REPLACEMENT POSITION, COMPLETE REGARDING FORMER/CURRENT INCUMBENT** |
| Name: |       |
| Salary: |       |
| Percent of appointment: |       |
| UW System title: |       |
| Working title if different: |       |
|  |
|  |
| **CANDIDATE INFORMATION** |
| Name: |       |
| Situation: |  |
| Justification/Rationale |       |
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| **AUTHORIZATION** |
| REQUIRED ATTACHMENTS: |
| [ ]  | Department Organizational Chart |
| [ ]  | Approved page from the Post Merit Budget Worksheet (from budgsub$ drive) |
| [ ]  | Position Description  |
| [ ]  | Current Vitae or Resume |
| [ ]  | Certified transcripts of highest degree earned (if not already on file) |
|  |
|  |
|  |  |  |
| *Department Chair/Supervisor* |  | *Date* |
|  |  |  |
| *Dean/Division Head/Director in Business and Finance* |  | *Date* |
|  |  |  |
| *Area Leader* |  | *Date* |
|  |  |  |
| *Position Review Committee Chair* |  | *Date* |
|  |  |  |
| *Chancellor* |  | *Date* |
|  |  | *Date* |
| **ROUTING** |
| **Authorization for Recruitment** |
| Department chair/supervisor (Electronic) ↓Dean/division head/director (Electronic) cc: hr@uwgb.edu ↓Area leader - c/o admin. asst. (Electronic or Hard copy)↓ |
| Human Resources ↓Position Review Committee (PRC)*PRC meets weekly on Tuesday morning. Forms received in HR after noon on Friday are not guaranteed review at the following weeks’ PRC meeting.* |

1. category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. [↑](#endnote-ref-1)