Employment Search Waiver Request

Gettysburg College values a diverse workforce and is committed to providing equal opportunity in employment through non-discriminatory open recruitment and equitable hiring practices. Exceptions to the standard recruitment practices or policies may be made where such waiver of the standard recruitment process demonstrates a compelling need.

There may be rare cases in which the College believes it is necessary to waive the search process and place an individual into a position without a search. This document is to clarify the process related to requesting a search waiver and outline a procedure that is designed to create uniformity in the search and selection process utilized by Gettysburg College. A waiver of the search process occurs when the college can justify why the placement of an individual into a position, without a search, is in the best interest of the College.

Submit Search Waiver form to the Human Resources Office prior to making any final decisions or offering a position to an internal candidate.

Date: ____________________________
Vice President: ________________________________
Department/Division: ________________________________
Title of Position: ________________________________
Name of Proposed Hire: ________________________________
Person Being Replaced (if applicable): ________________________________

Waivers to the standard search process may be requested for the following reasons:

Check one of the following:

- Temporary appointment that lasts 1 year or less
- Departmental restructure or reorganization
- Previous search pool for identical position – search conducted within the previous 4 months or less
- Formal Reclassification of existing position
- Internal promotion within the same department – only if there are no other possible internal employees qualified to move into the position, otherwise an expedited search may be allowed.

*Provide a justification statement explaining selection above.* Attach additional pages, as needed.

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<tr>
<th>Action</th>
<th>Approved</th>
<th>Not Approved</th>
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<tbody>
<tr>
<td>Human Resources:</td>
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<td>Chief Diversity Officer:</td>
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