

Appendix I: 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 a 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:

- Temporary appointments that last 1 year or less – however a newly-hired temporary employee may not move into the position on an on-going basis without doing a full search (national search for administrative positions)
- Departmental restructure or reorganization
- Previous search pool for identical position – Search conducted within the previous four months or less
- Formal reclassifications of existing positions
- Internal promotions 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. Action: Approved Not Approved

Human Resources: _____ Date: _____

Chief Diversity Officer: _____ Date: _____