

Sciences Request for TEMPORARY EMPLOYEE Waiver of Recruitment

INSTRUCTIONS: After all fields are completed below, the Department HR partner will submit this form to COS_HumanResources@ncsu.edu in at least 4 weeks advance from proposed effective date.

PLEASE NOTE: This is a request for a waiver of recruitment & does not guarantee the waiver is approved. The waiver process could take approximately 5-10 business days to be approved, after which the regular hiring process could take an additional 2-4 weeks.

DEPARTMENT NAME:		TODAY'S DATE:	
1. Candidate Name			
2. Candidate NCSU ID # (if applicable)			
3. Is this a situation where a previously permanent employee is returning to perform their previous job, but as a temp?		Yes	No
3a. If yes, please confirm that candidate is returning of his/her own volition and understands the limitations of the terms and conditions of temporary employment.		Yes	No
4. Enter the job code AND job title you have selected for this temp hire. Select the appropriate Job Code from the List of available Temp Job Codes .			
5. In the space provided below, please provide a detailed justification to the reason for requesting a waiver of recruitment.			
6. In the space provided below, provide a description of the temporary position. Attach additional information, if needed.			
7. In the space provided below, what specific skill sets or qualifications makes this candidate the only qualified candidate for this position.			
8. Proposed Start Date of Employment <i>*Must be at least 4 weeks from the submission of this form.</i>			
9. Proposed End Date of Employment:			
10. Proposed Hourly Salary:			
11. OUC:			
12. Funding Source:			
13. Proposed FTE / Hours worked per week			
14. Supervisor Name & Empl ID#:			
Attach CV/Resume to Waiver Request (REQUIRED)			
Attach additional information to justification of the waiver (if needed in addition to #4)			
Attach a position description to Waiver Request (if needed in addition to #6)			