

Sciences Request for Permanent EHRA 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: | |
| Select Reason for Waiver Request (select one option below) | | | |
| Promotion Dual Career/Spousal Hire Appointment Name of Spouse: _____ Spouse Position #: _____ Person Named in grant Transfer Target of Opportunity Hire Other, Explain Justification Below. Must include, in detail, the reason why you are requesting the waiver and not using the recruitment process (include attachment if needed). | | | |
| 1. What is the position title? | | | |
| 2. In the space provided below, what <u>specific skill sets or qualifications</u> makes this candidate the only qualified candidate for this position. | | | |
| | | | |
| 3. Candidate Name / Candidate NCSU ID #: (if applicable) | | | |
| 4. Proposed Start Date of Employment: Must be at least 4 weeks from the submission of this form. | | | |
| 5. Proposed End Date of Employment: (if a fixed position) | | | |
| 6. Proposed Salary: (annual or semester) | | | |
| 7. Number of hours worked per week/FTE: | | | |
| 8. Appointment Basis: | | | |
| 9. Does a position # already exist? | Yes | Position # | No |
| 10. Has PA7 Action been initiated by HR Partner? | Yes | Action # AC | No |
| Attach CV/Resume to Waiver Request (REQUIRED) | | | |
| Attach a position description to Waiver Request (REQUIRED). Include general scope of duties, education & experience required for the position. | | | |
| Attach additional information to justification of the waiver (if needed). | | | |