#### **Step Doc - Search Waiver Request Form**

1 Navigate to <u>https://powerforms.docusign.net/094e4415-003b-4f11-abd0-d6f945</u> <u>ffc175?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df8</u> <u>2721-ac1d-4c63-a607-e443830d0cf0</u>

### 2 Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.	
Please enter your name and email to begin the signing	
process.	
process. Prepared by	
process. Prepared by Your Name: *	
process. Prepared by Your Name: * Full Name	
process. Prepared by Your Name: * Full Name Your Email: *	]

**3** Fill in the "Full Name" of the employee - *do not change* the email

ADDRESS)	
Name: *	
Full Name	
Email: *	
donotchange@isu.edu	
Hiring Manager	
Name: *	
Full Name	)
Full Name	

donotchange@isu.edu
Hiring Manager
Name: *
Full Name
Email: *
Email Address
University Business Officer (UBO) or
Delegate

5	Add the	UBO's full	name	and	email
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Delegate		
Delegate		
Name: *		
Full Name		
Email: *		
Email Address		
Email Address Dean/Director	or Delegate	
Email Address	or Delegate	(
Email Address Dean/Director	or Delegate	(
Email Address Dean/Director Name: * Full Name	or Delegate	(
Email Address Dean/Director Name: * Full Name	or Delegate	(
Email Address Dean/Director o Name: * Full Name Email: *	or Delegate	(

Add the l	Dean/Director or Delegate's full name and email
	Dean/Director or Delegate
	Name: *
	Full Name
	Email: *
	Email Address
	Vice President or Delegate
	Name: *
	Fuil Name
	Email: *

7 Add the VP or Delegate's full name and email - then click "Begin Signing"

Email: *	]
Email Address	
Begin Signin	g
	9

8 Click "Got it"

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9 Click "Continue"

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If evicting PCN list here-				
✓				
es. To receive approval for a Search Waiver, your tionally well-qualified for the open position.	CONTINUE	FINISH LATER	OTHER ACTIONS +	

**10** Add attachments for the required Updated Position Description, Candidate CV/Resume, and any other optional documentation you would like to add.



## **11** Fill in the requested information (work with your UBO for position details if needed)

Search Waivers are requests to permanently fill a vacant position by circumventing the implementation of an open, competitive search. To ensure that Affrimative Action/Equal opportunity requirements are new. Search Waivers are given heightened scruting, and are granted under limited circumstances. To receive approval for a Search Waiver, your proposed incumbent must be exceptionally well-qualified for the open position.         Position Title:					
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Position Title:	Search Wa implement Opportuni granted un proposed i	ivers are requests to pern tation of an open, compet ty requirements are met, ider limited circumstance incumbent must be excep	nanently fill a vacant position by circumventing th itive search. To ensure that Affirmative Action/Eq Search Waivers are given heightened scrutiny, and s. To receive approval for a Search Waiver, your tionally well-qualified for the open position.	ne jual d are	
Department:       If existing PCN, list here:         Position Control Number (PCN)       If existing PCN, list here:         (existing or NEW):       - select         Name of Proposed Candidate:	Position	Fitle:			
Name of Proposed Candidate:         Current ISU employee? (Yes/No)         Proposed Salary:         Appointment Months per Year:         FTE (Full Time Equivalent):         Desired Start Date:         Reports to:         Rationale for Search Waiver Request: Please provide an explanation of why the proposed candidate is exceptionally qualified for this position, thus justifying bypassing an open and competitive search process, and doing so is in the best interest of the unit and ISU:	Departme Position C (existing o	ent: ontrol Number (PCN) or NEW): select	If existing PCN, list here:		
Current ISU employee? (Yes/No)         Proposed Salary:         Appointment Months per Year:         FTE (Full Time Equivalent):         Desired Start Date:         Reports to:         Rationale for Search Waiver Request: Please provide an explanation of why the proposed candidate is exceptionally qualified for this position, thus justifying bypassing an open and competitive search process, and doing so is in the best interest of the unit and ISU:	Name of F	Proposed Candidate:		_	
Proposed Salary:	Current IS	SU employee? (Yes/No)		_	
Appointment Months per Year:         FTE (Full Time Equivalent):         Desired Start Date:         Reports to:         Reports to:         Rationale for Search Waiver Request: Please provide an explanation of why the proposed candidate is exceptionally qualified for this position, thus justifying bypassing an open and competitive search process, and doing so is in the best interest of the unit and ISU:	Proposed	Salary:	-	_	
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Desired Start Date:	FTE (Full	Time Equivalent):		_	
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Rationale for Search Waiver Request: Please provide an explanation of why the proposed candidate is <u>exceptionally qualified</u> for this position, thus justifying bypassing an <u>open and competitive search process</u> , and doing so is in the <u>best interest</u> of the unit and ISU:	Reports to	0:			
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# **12** Enter the proposed salary details and how the position aligns with the OAR Criteria.

RT	n Envelope ID: 0B2816D2-7C3F-4EA9-849A-924C4109AC78 Idaho State University
	Proposed Salary: Please provide additional details regarding the proposed salary for the chosen candidate.
	OAR Criteria: What criteria were discussed that aligns with OAR criteria for faculty and staff? Briefly explain how your request supports and aligns with OAR.
	Required Signatures         Hiring Manager

#### 13 Click "Finish"

	HR/B	JDGET IMPLEMENTATION	_
	New PCN Assigned (if applicable):	PBUD Confirmation:	
	Position Type:	Class Code/Title:	
	FLSA Status:	Compensation:	
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