



Office of Equal Opportunity Oklahoma State University

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Guidelines on Requests to Waive the Open Recruitment Process

This memorandum is meant to clarify the process that a College, Division, or Department should use to request a waiver of open recruitment for staff positions. In order to effectively document a position's lifecycle, all waivers should be processed through Cornerstone. I would encourage you to review the guidelines below, and to contact me in the Office of Equal Opportunity to determine whether a request to waive the open recruitment process for staff is appropriate.

A job, for which you wish to request a waiver, starts out as a job description within PeopleAdmin and is routed to Human Resources. After the job description is routed back to the College, Division, or Department, a job is created. At this point, a requisition should be submitted for approval in Cornerstone including the following attachments: the request to waive recruitment letter and a signed Request and Authorization to Fill Position form. All requisitions noting a waiver of recruitment will be routed through the Office of Equal Opportunity.

For requests to waive recruitment for staff, the letter attached in Cornerstone should be signed by the appropriate director, department head, Dean/VP, and include the following information:

1. What is requested; for example: *The Department of (X) requests a waiver of the open recruitment process in order to select (full name) to the position of (insert job title), at a salary of (\$), effective (date).* Please note, if the salary requested is above the established hiring range of the position, or meets other criteria as indicated in the compensation adjustment request guidelines, an approved Compensation Adjustment Request form may be required.
2. The skills and qualifications of the candidate
3. How these skills correspond with the job description
 - a. What functions will the person perform for the unit?
 - b. How will the skills of the individual be used to perform the functions?
 - c. What are the business needs of the unit that makes this waiver critical?
 - d. Why is it essential that the unit have someone with the skill set described above?
4. A justification as to why an open recruitment should not be conducted
 - a. Are the skills and qualifications of the individual so unique that no one else could be obtained via an open recruitment to do the job?
 - b. Explain how or why these skills are so unique. Please full describe the connection between the unit's business needs, the function of the job, and the skills of the person.