



Office of Affirmative Action
Division of Institutional Diversity
Oklahoma State University

408 Whitehurst - Stillwater OK 74078 - Phone 405.744.9154 - Fax 405.744.5576 - mackenzie.wilfong@okstate.edu

Guidelines on Requests to Waive the Open Recruitment Process for Exempt Staff

This memorandum is meant to clarify the process that a College, Division, or Department should use to request a waiver of open recruitment for exempt staff. In order to effectively document a position's lifecycle, all waivers should be processed through PeopleAdmin. I would encourage you to review the guidelines below, and to contact me in Office of Affirmative Action to determine whether a request to waive the open recruitment process for exempt 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 listing is created. At this point, the request to waive open recruiting, and the authorization to fill, should both be included as separate attachments to the job listing in PeopleAdmin. Please note that all exempt staff waiver requests are routed to Affirmative Action; all non-exempt staff waivers are routed to Human Resources.

For requests to waive recruitment for exempt staff, the letter attached in PeopleAdmin 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, a pay exception will also 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 the skills of the individual will 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 fully describe the connection between the unit's business needs, the function of the job, and the skills of the person.