

**ANR STAFF PERSONNEL UNIT****WAIVER OF RECRUITMENT - IDENTIFIED CANDIDATE REQUEST**

The purpose of this form is to assist in determining recruitment requirements and eligibility for waivers of recruitment and hiring identified candidates. Please review and complete the form before submitting it to the SPU for review.

**DEFINITIONS**

**Career Positions:** An appointment at a fixed or variable percentage of time at 50% or more of full time, for a year or longer.

**Limited Term Positions:** An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 850 hours in a 12-month period. Going beyond the 850 hour limit may cause a limited term employee to become career.

**ANR RECRUITMENT PRACTICE**

**Limited Term Positions:** A) A recruitment process must be followed for positions appointed for more than 12 months (Not to exceed 850 hours total)

B) Positions 40% time or less, up to **ONE YEAR**, or 5 months and less at any percentage of time, do not require an open recruitment. (Not to exceed 850 hours total. **No possibility of extension**)

**Career Positions:** An open recruitment process is required.

**Scope:** Recruitment may be limited to internal candidates to support career progress of qualified incumbents but must be consistent with equal employment opportunity and affirmative action objectives and result in a pool of qualified applicants.

**Exceptions:** Waivers of open recruitment (or Identified Candidates) may be approved **under limited circumstances**.

For more details on recruitments, please contact the Staff Personnel Unit or review the relevant policy PPSM 20 here:

<http://manuals.ucdavis.edu/spp/ppsm20.pdf>

**WAIVER OF RECRUITMENT - IDENTIFIED CANDIDATE REQUEST**

Please fill out the form below and check the boxes which apply to the position and the candidate. The Staff Personnel Unit will review the your request and get back to you with a recommendation based on the information provided.

Proposed Candidate Name

Proposed Position Title

County

Proposed Dates of Hire

Proposed Appointment Percentage

Limited or Career

- ☐ 1) This position is limited, less than one year not exceeding 850 hours total
- ☐ 2) This position is short term, any percentage of time 5 months or less
- ☐ 3) The Proposed Candidate has the relevant skills and knowledge to perform the duties
- ☐ 4) The Proposed Candidate has unique skills and abilities which are difficult to find during recruitment
- ☐ 5) This person has performed this position previously, or is currently employed in the unit
- ☐ 6) This person has previously been recruited for and is currently employed in the UC
- ☐ 7) There are demonstrated recruitment difficulties for this position
- ☐ 8) There are health and safety reasons which make recruitment difficult
- ☐ 9) I have attached a resume or CV for this individual
- ☐ 10) Is the Proposed Candidate a retiree/rehire

Supervisor Signature

Date

County Director Signature

Date

SPU Decision