FROM: Vice President of Human Resources

RE: REQUEST FOR WAIVER OF JOB POSTING REQUIREMENT

Posting job openings on our website and other recruiting sites support our ability to attract quality candidates, as well as enabling our current employees to seek positions to further their career growth at the University. Posting also meets our state and federal obligations as a major research institution and employer, which includes conducting competitive searches and posting positions. The following information answers frequently asked questions regarding job posting requirements.

What positions qualify for job posting?
Full-time Faculty and Staff positions, as well as part-time, benefits-eligible positions.

What positions do not require posting?
Reclassifications
Position funded by grants and current staff member listed by name on grant applications or employment contract.
Internal Promotions where the employee remains in the same department.

How do I utilize the job posting tool?
Posting on the University's jobsite, www.Drexeljobs.com, may be accomplished by contacting your HR Business Partner to assist you with the process.

What is the time requirement for a job posting?
A minimum of five business days on the www.Drexeljobs.com website is required. Copies of additional advertisements placed
elsewhere should be retained as part of the University records for the search.

What is a Waiver of Search Process and when is it used?
The reasons for waiving a job posting are based on special circumstances, which must be approved and documented via a waiver prior to making a job offer. Examples of special circumstances are illustrated on the form.

If a posting waiver is approved, a requisition and a request to hire still must be submitted and approved through Drexeljobs.com in addition to an application submitted from the hire. Your HR Business Partner will note and track the waivers approval status through this site.

Please note that if an individual is appointed to a position not previously posted, and the position later meets the job posting criteria, the position must be posted.

Procedures
Each posting waiver should be e-mailed to your HR Business Partner, along with a copy of the candidates' resume and a copy of the job description

Questions about the implementation of these procedures should be referred to your HR Business Partner (http://www.drexel.edu/hr/about/contact/businesspartners/).

Thank you for your support of this important recruiting practice which is intended to attract the best talent to our University!

DREXEL UNIVERSITY
Department of
Human Resources

Request For Waiver Posting Requirements

(To be completed in advance of making an offer.)

Send form to your HR Business Partner, 3201 Arch St, Suite 430 or (fax) 215-895-5813.

Hiring Official		Title	
Department		Phone	
Vacant Position Title		Position Number	
Appointment Period From		Appointment Period To	
Name of Selected Candidate		Req # in DrexelJobs/DrexelMedJobs	

Is the Candidate a Current Employee? ☐ Yes (benefits eligible) ☐ Temporary (non-benefits eligible ☐ No

Position Category

☐ Support ☐ Tenure/Tenure-Track ☐ Non-Tenured ☐ Admin/Professional/Management
☐ Union

Position Status

☐ New Position ☐ Existing Position ☐ Reclassified/Revised Position

Reason for Requesting a Waiver of the Search Process

(Check one and complete Details and Justification below.)

☐ Position funded by grants and current staff member listed by name on grant applications or an employment contract.
☐ Internal Promotion (employee must remain in the same department)
☐ Other

Details and Justification of Waiver

(Attach additional sheet(s) if necessary.)

Approval

Theresa Maher
Executive Director, Human Resources

Date

Megan Weyler
Interim Vice President, Human Resources

Date

Any questions regarding this form should be forwarded to your HR Business Partner.