

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 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 DrexelMedjobs.com may be accomplished by contacting your Talent Acquisition Consultant to assist you with the process.

**What is the time requirement for a job posting?**

A minimum of five business days on the DrexelMedJobs.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 Procedures 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 DrexelMedJobs.com in addition to an application submitted from the hire. Your Talent Acquisition Consultant 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.

Questions about the implementation of these procedures should be referred to your Talent Acquisition Consultant.

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



# Request For Waiver Posting Requirements

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

Send form to Joy Baines-Richardson: 1505 Race St, First Floor or (fax) 215-762-1830

Hiring Official	<input type="text"/>	Title	<input type="text"/>
Department	<input type="text"/>	Phone	<input type="text"/>
Vacant Position Title	<input type="text"/>	Position Number	<input type="text"/>
Appointment Period From	<input type="text"/>	Appointment Period To	<input type="text"/>
Name of Selected Candidate	<input type="text"/>	Req # in DrexelJobs/DrexelMedJobs	<input type="text"/>

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

## Position Category

- New Position   
 Tenure/Tenure-Track   
 Non-Tenured   
 Admin/Professional/Management  
 Support   
 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 employment contract.  
 Internal Promotion (employee must remain in the same department)  
 Other

Details and  
Justification of  
Waiver

(Attach additional sheet(s) if necessary.)

## Approval

\_\_\_\_\_  
Mario Crisfulla  
Manager, Talent Acquisition

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nadia McCrimmon  
Executive Director, Human Resources

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Date