

**UC ANR STAFF HR**

*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.

**DEFINITIONS**

- Career Position:** An appointment at a fixed or variable percentage of time at 50% or more of full time, for a year or longer.
- Limited Term Position:** 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 the violation of PPSM 20.
- Contract Position:** An appointment established at a fixed or variable percentage of time for a definite period. Terms and conditions of employment are specified in a written employment contract. Contract appointments are reviewed on an annual basis and not to exceed 3 years. Contracts appointments cannot be used for union represented titles.
- Per Diem Position:** An appointment for over 1,000 hours but is not a "career" position. Per Diem appointments are used to supplement career and limited-term services, not to replace them.

**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 converting from limited to career if an open recruitment was not completed.**)
- Career Positions:** An open recruitment process is required.
- Exceptions:** Waivers of open recruitment (or Identified Candidates) may be approved **under limited circumstances**.
- For more details on recruitments, please contact Staff HR or review the relevant policy PPSM 20 here:  
<https://policy.ucop.edu/doc/4010393/PPSM-20>

**WAIVER OF RECRUITMENT - IDENTIFIED CANDIDATE REQUEST**

Please fill out the form below and check the boxes which apply to the position and the candidate. Submit the completed form and the applicant's resume to Staff HR.

Proposed Candidate Name	Proposed Position Title	Department
Proposed Dates of Hire	Proposed Appointment Percentage	Career, Limited, Contract, or Per Diem

- 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
- 11) This person is exercising their right to recall/preferential rehire rights

Supervisor Signature / Date	Director Signature / Date	Staff HR Signature / Date
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