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**Waiver of Advertisement Request**

* Upload with position request in People Admin (position documents) with Dean/Director approval
* If not uploaded at time of position request, please submit to recruittalent@lsuhsc.edu with Dean/Director approval.
* Written justification must be attached to support your request of waiver.
* Form will be returned to department with response.

**Position Title:**

**PeopleSoft Position Number:**

**Department:**

**School/Division:**

**Employee/Candidate (if applicable):**



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| **Select Request** |
| [ ] **Specialized Education/Experience** The following questions should be considered when providing justification. * Why is not advertising a justifiable option?
* How was the candidate identified and selected for this position?
* How the candidate is more exceptionally qualified than any other potential candidates both internal and external?
* The candidate’s specialized experience and/or education must be fully outlined to exemplify the extraordinary nature of his/her qualifications and credentials.
* Is this individual so unique that advertising would not likely yield other applicants with this specialized background?
* A current resume/CV must be submitted as supporting documentation.
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| [ ]  **Temporary appointment**  * 180 days-up to 1 year or likely to become permanent.
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| [ ]  **Limited Advertisement** * Limit Advertising to **LSUHSC-NO Employees** – explain why LSUHSC-NO employees would be most suitable for the position.
* Limit Advertising to **Department only** (not available for classified positions) – the request should outline the pool of potential qualified internal candidates within the department.
* Request to Limit Advertising **Time Period** *–* the request should explain how the limited timeframe would be adequate time to establish a viable applicant pool.
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| [ ]  **Previous applicant pool** * posting date must be within 90 days or less for Unclassified/Other Academic OR 180 days or less for Faculty.
* Provide date and title of previous advertisement.
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**Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_**

**Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/\_\_\_\_**

**HRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/\_\_\_\_**

*Revised 8.2023*