**PPSM 20 Request for a Career Waiver of Recruitment** (non-represented positions only)

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| --- | --- | --- | --- |
| 1 | **Name** of the employee |  |  |
|  | *CURRENT JOB SITUATION* |  |
| 2 | **Current job title** (classification/position) |  |  |
| 3 | If the person is not currently employed by Berkeley or not in a staff job title, explain  |  |  |
| 4 | **Is the current position a contract appointment?** |  |  |
| 5 | If yes, is the request simply to convert a contract to a career position in the same job title?  |  |  |
|  | *PROPOSED CLASSIFICATION/POSITION* |  |  |
| 6 | **Proposed job title** (classification) |  |  |
| 7 | **Department and unit** (e.g. Payroll, VCAF) |  |  |
| 8 | **Has the classification been reviewed by CHR?** |  |  |
| 9 | **Was this person originally hired through a regular recruitment**? | TAM requisition #:  |  |
|  | *JUSTIFICATION* |  |
| 10 | **What is the primary basis for the request?** (mark the *best* one) |  |
| 11 | **Justification** (include brief assessment of past performance, job responsibilities, experience unique to the new position) |  |
|  | *SPECIAL CIRCUMSTANCES* |  |
| 12 | **Is the new position being filled due to**: (mark if applicable) |  |
|  | If #12 applies, please explain: |  |
|  | **Please attach the job description for the new position and the individual’s current resume.** |  |

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| Submitted by: | Dept: | Date: |
| Reviewed by (Central HR): | Additional notes: | Date: |

Revised 4/29/15