

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

1	Name of the employee	
<i>CURRENT JOB SITUATION</i>		
2	If the person is not currently employed by Berkeley or not in a staff job title, explain	
3	Is the current position a contract appointment?	<input type="radio"/> Yes <input type="radio"/> No
4	If yes, is the request simply to convert a contract to a career position in the same job title?	<input type="radio"/> Yes <input type="radio"/> No
<i>PROPOSED CLASSIFICATION/POSITION</i>		
5	Was this person originally hired through a regular recruitment?	<input type="radio"/> Yes TAM requisition #: <input type="radio"/> No
<i>JUSTIFICATION</i>		
6	<b>What is the primary basis for the request?</b> (mark the <i>best</i> one) <input type="radio"/> Unique skills, knowledge and abilities, and there is no other viable candidate available <input type="radio"/> Demonstrated recruitment difficulties <input type="radio"/> Time or funding constraints, or other demonstrated business needs <input type="radio"/> Health and safety reasons	
7	<b>Justification</b> (include brief assessment of past performance, job responsibilities, experience unique to the new position)	
<i>SPECIAL CIRCUMSTANCES</i>		
8	<b>Is the new position being filled due to:</b> (mark if applicable) <input type="radio"/> a demotion or lateral transfer within the same organizational unit <input type="radio"/> lateral transfer of the employee along with the budgetary provision for that employee's position transfer due to reasonable accommodation <input type="radio"/> a qualified employee who has become disabled <input type="radio"/> recall of a laid-off employee or placement of an employee with preference for reemployment or transfer <input type="radio"/> a change in the responsibilities or title of the employee as a result of a reorganization or reassignment of functions among positions within the same organizational unit	
	<b>If #8 applies, please explain:</b>	