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

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| 1 | **Name** of the proposed person |  |
|  | *CURRENT JOB SITUATION* |  |
| 2 | **If currently employed at Berkeley, current job title** (classification or position) |  |
| 3 | **If not currently employed by Berkeley, what is the person’s current position** |  |
| 4 | **Has this person held a prior contract appointment with Berkeley at any time?** |  |
|  | If yes, provide appointment dates |  |
| 5 | **Is this simply an extension of an existing contract?** |  |
|  | *PROPOSED POSITION* |  |
| 6 | **Proposed job title** (classification or position) |  |
| 7 | **Has the classification been reviewed by HR?** |  |
| 8 | **Department and unit** (e.g. Payroll, VCAF) |  |
| 9 | **Duration of contract** | Start: End: |
| 10 | **Was this person originally hired through a regular recruitment**? | TAM requisition #: |
|  | *JUSTIFICATION* | |
| 11 | **What is the primary basis for the request?** (mark the *best* one) | |
| 12 | **Justification** (include brief assessment of past performance if known, job responsibilities, experience unique to the new position) | |

**Please attach the job description for the new position and individual’s current resume.**

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

Revised 4/29/15