

A waiver of recruitment allows UC Berkeley to hire an individual with unique skills without open recruitment or advertisement. While open recruitment through the TAM system is preferred to ensure equal opportunities, a waiver may be granted under special circumstances. Competitive recruitment is typically required for career and contract positions, but a waiver can be approved when operational needs justify bypassing the process. *NOTE: Recruitment for career positions under a collective bargaining agreement is governed by the terms of the contract and cannot be waived. Only non-represented positions are eligible for a waiver.*

Today's Date: \_\_\_\_\_

Request Type:  Career Waiver  Contract Waiver  Contract Waiver Extension

Requesting Department: \_\_\_\_\_

Requestor Name & Title: \_\_\_\_\_

**Submitting your Request:**

Submit your completed Waiver of Recruitment Request Form electronically through [ServiceHub](#). Requests are reviewed on a case-by-case basis. **Attach a copy of the job description and the candidate's resume with your request.**

Candidate Name: _____		Candidate Email: _____	
Is the candidate a <i>current</i> UC employee? <input type="checkbox"/> No <input type="checkbox"/> Yes	Is the candidate a <i>previous</i> UC employee? <input type="checkbox"/> No <input type="checkbox"/> Yes	Employee ID #: _____	UC Location: _____

**A. Current Position of Candidate** (if currently employed by UC Berkeley)

1. Current Job Title: \_\_\_\_\_  
*(e.g. 007397 – Project Policy Analyst 2)*

2. Is their current position a contract appointment?  No  Yes  
If yes, is the request to convert the contract to a career position with the same job title?  No  Yes

3. Was this person originally hired through an open recruitment?  No  Yes TAM Job ID #: \_\_\_\_\_

**B. Proposed Position for the Candidate**

1. Proposed Job Title: \_\_\_\_\_  
*(e.g. 007398 – Project Policy Analyst 3)*

2. Proposed Working Title: \_\_\_\_\_

3. % FTE: \_\_\_\_\_

4. Salary Offered: \$ \_\_\_\_\_ Indicate the Annual Salary (exempt) or Hourly Base Salary (non-exempt)

5. Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

6. Supervisor Name & Title: \_\_\_\_\_

**C. Justification**

**Select the primary reason for your request to waive recruitment:**

- Unique Candidate Qualifications:** The selected candidate has specialized skills, knowledge, or abilities essential to perform the position's duties and support project or program goals. The explanation should specify the required skill.
- Recruitment Challenges:** There have been difficulties in identifying a qualified candidate pool and/or attracting candidates with the required skills, knowledge, and abilities unique to the position.
- Urgency:** Due to urgent business needs or contractual obligations, filling the position immediately is necessary to meet critical operational requirements.
- Health and Safety:** Delays due to conducting a competitive recruitment process would endanger health and safety.
- Special Circumstances:** Select the relevant option:
  - Demotion or lateral transfer to a different position within the same organizational unit.
  - Lateral transfer with budget allocation for the new role.
  - Transfer due to a reasonable accommodation.
  - Recall of a laid-off employee or placement of an employee with reemployment or transfer preference.
  - Change in responsibilities or title due to a reorganization or reassignment of functions within the same organizational unit.

**Please provide a detailed explanation supporting your request to waive recruitment.**