Requesting a Waiver of Recruitment

University of Wisconsin Oshkosh

Revision History

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<th>Date</th>
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<tr>
<td>March 31, 2017</td>
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<tr>
<td>November 27, 2018</td>
<td>Update to waiver process and documentation required</td>
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Step 1: Log into PageUp
To log into the PageUp system, you may follow the link below:

Oshkosh.pageuppeople.com

Your username and password is pre-set as your NetID, which you use to log into multiple systems on campus.

Step 2: Create a position description
For further guidance on creating a position description in the PageUp system, reference the Creating a Position Description and Job Requisition guide available under the “PageUp Training Manuals” tab on the recruitment website (http://hr.uwosh.edu/recruitment/).

To request a waiver of recruitment, you will complete the position description as normal. Once your position description has been approved, you will complete the job requisition, which is where you will indicate a request for a waiver of recruitment.

Step 3: Complete the job requisition
The job requisition is the second and final step necessary to initiate a recruitment or request a waiver of recruitment.

Access your approved position description by clicking on Manage position descriptions and create a new requisition:

Find the position by searching or by scrolling through the list. Once you’ve found the position, scroll to the right side of the page and click Recruit for position.

You have just opened a new job requisition. Complete the job requisition and request a waiver of recruitment.

You will notice the first section of the page is the position description you’ve already received approval for. This information has been transferred to the job requisition and cannot be edited after being approved.

Continue until reaching the Position Description section where you may begin with Headcount Management.

If you are replacing a position, notice the Position no. auto-populates with the position number to which you are recruiting for. If you are recruiting for more than one of the same position, enter the number of new OR replacement positions you are requesting in the Position Openings boxes. Click Add. Depending on the number of positions entered, a row will appear below where you can enter in the position number(s) of the position(s).
Continue to the section labeled **Create Your Posting**. This is where you will indicate your request for a waiver of recruitment for this position.

Since you are requesting a waiver of recruitment and not planning to post the position should it get approved, an external posting does not need to be created. Since the **Advertising summary** and **Advertisement text** fields are required, type brief text into these fields to fulfill the requirement. You may skip the **Search Committee Information** section.

Complete the **Users and Approvals** section of the job requisition and select the **Request for Waiver of Recruitment** approval process. This approval process includes the Office of Equal Opportunity and Access, which is the office ultimately responsible for reviewing and approving recruitment waiver requests.
Warning: There is one step required before you may submit your job requisition. Before clicking Save to submit the job requisition, scroll to the top of the page and click on the Documents tab.

Step 4: Attach required waiver documentation to job requisition

With all recruitment waiver requests, you are required to provide the following documentation for the Office of Equal Opportunity, Equity & Affirmative Action to review:

1. **Detailed written justification for waiver of open recruitment**. This needs to explain why the waiver is being requested and the justification for the type of waiver.

2. **Application documents**: Please supply the resume/vita of the individual you are requesting to be waived into the position.

Once you have received/completed these documents, you must attach the documents to the job requisition you are planning to submit. Under the documents tab, you may select **Document from a file** to attach the required documents listed above. Your request for a waiver of recruitment will be denied if these documents are not attached to the job requisition.
Click **Save** to submit the job requisition and initiate the approval process. Once you have submitted the job requisition, all approving parties will review and you will be notified of the decision made for the waiver request.

**Step 5: Apply applicant to job (if waiver is approved)**
You will now want to apply the applicant to your job on their behalf.

Select the **new applicant** option on your expanded main menu from your home screen:

On the top left side of the homepage, click here to expand your action menu.
Complete the following sections to the best of your abilities:

Select the job you would like to attach to this applicant by selecting the binocular icon:

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Here will be a list of the jobs you have access to. Please select the appropriate one:

Next:

1. Select a source (how did the applicant hear about the position) from the dropdown menu.
2. **Warning**: Do not select a form type.
3. Select yes, to disclose the application to the candidate.
4. Make this applicant viable to all users.
5. Save action: save and close.
Click the save button:

![Save Button]

**Step 6: Complete the offer card**

You will now see that one applicant has applied to the job:

![Job Application Table]

You may now complete the offer card. For further guidance on completing the offer card in the PageUp system, reference the Offer and Onboarding guide available under the “PageUp Training Manuals” tab on the recruitment website [http://hr.uwosh.edu/recruitment/](http://hr.uwosh.edu/recruitment/).