Requesting a Waiver of Recruitment

University of Wisconsin Oshkosh

Revision History

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>March 31, 2017</td>
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</tr>
<tr>
<td>October 20, 2021</td>
<td>TTC updates</td>
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Homepage Tips
When you log in to PageUp, you should see a homepage similar to this one. Familiarize yourself with the options on this page.

A waiver of recruitment is used in situations when it is helpful to do a direct hire of an otherwise qualified applicant. These requests should only be made in very rare or emergency situations.

Helpful tips
You are able to access an expanded action menu by clicking the hamburger (three lines) on the top left side of the homepage.
Creating a Job Requisition

Important: Please discuss your recruitment plans and FTE availability with the appropriate Vice Chancellor and obtain verbal approval to move forward with the recruitment BEFORE initiating the job requisition in PageUp. Vice Chancellors are not included as approvers in the PageUp system unless the position is in direct supervision of the Vice Chancellor.

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: Open a new job requisition

Click on new job from the home screen:
Step 3: Complete all required fields

Complete all required fields on the form:

**REQUISITION INFORMATION**

- **Date Created:** Oct 5, 2023
- **Requisition Number:** Leave blank to automatically create a reference No.
- **Date filled:** Date filled will be populated upon hire
- **Position Title:**
  - Please use the standard job description (SJD) library located here to review all of our titles and job descriptions. We determine the title, the employee should be doing all the responsibilities listed.
  - Please also keep in mind the overall structure and titles of your current staff.
- **Job code:**
- **Business Title:**
- **Division:**
- **Department:**
- **Reason:**
- **Current/Former Incumbent (if applicable):**
- **Last Day in Pay Status (if applicable):**
- **Current Salary or Hourly Rate:**
- **Proposed Salary or Hourly Rate:**
- **FTE:**
Helpful tips

The HR and Budgeting Information section will be completed by the Budget Office and the Office of Human Resources. This information will be visible to you once your job requisition has been approved. When approving the position, the Budget Office will be providing the maximum wage allotted in the department budget for the position.
Create Your Posting

Search Type:

Are you requesting this position to be hired as a waiver?:

Yes  No

What type of Waiver?:

Emergency Hire

If requesting a waiver of recruitment you must attach the required justification and candidate documents in the documents tab. If justification is not provided the request will be denied. For more information review the PageUp manual.

(Faculty searches only) Offer visa sponsorship?:

Select

Thorough documentation is required for searches that may hire an employee who requires sponsorship. More information will be provided later in the process based on your applicant pool.

Additional outreach is highly encouraged and a best practice. Please list all additional advertisement sources the job will be posted to by including the name and link when possible:

Location:

Oshkosh Campus

(Note, all additional advertisements placed will need to be paid for and posted by the hiring department) Once posted it is required that a screenshot be taken of all advertisements and must be uploaded to the documents tab of this job requisition.

Advertising summary:

Na - waiver request

Advertisement text:

Generate Description

Search Committee Information

Search Chair:

No user selected.

Search committee members:

Add Search committee member

Recipient

No Search committee member selected.

Search committee member information:

Compliance Panel Facilitator:

No user selected.
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.

Step 5: Assign users and approvers

Assign the Users and Approvers to the job requisition and initiate the approval process.
Once you’ve completed all fields of the job requisition, have assigned your Users and Approvers and have reviewed the page, click **save or save and exit**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of the job requisition will be notified by email once all approvers have approved the job requisition.

If an approver declines the job requisition approval request, the creator of the job requisition will be notified, including a justification as to why it was declined. Updates may be initiated and the approval process may then be restarted.

**Helpful tips**

Select the Waiver of Recruitment Request approval process. Some names have been prepopulated in the approver spots, such as HR, Budget, and EOEAA. Please do not change those.

An Approver is one who will receive a request to review and approve before moving onto the next approver. A User is one who will be notified of the status of the job requisition and who will have access to view the job throughout the process.
Step 6: 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:

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>494641</td>
<td>Lecturer</td>
</tr>
</tbody>
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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 7: 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/).