

FROM: Vice President & Chief Diversity Officer, Human Resources
RE: REQUEST FOR WAIVER OF JOB POSTING REQUIREMENT

Drexel University strives to recruit outstanding employees and create an academic climate that welcomes diversity in many areas. Posting job openings on Drexel Careers and external recruiting sites supports our ability to attract quality candidates. It also enables our current employees to be aware of positions available across the University, which may meet their career interests and allow further professional growth within Drexel. Human Resources (HR) ensures compliance with Pennsylvania state and federal employment laws as a major research institution and employer, which includes conducting competitive searches and posting positions.

The following information answers frequently asked questions regarding job posting requirements:

What positions qualify for job posting? All positions classified as Professional Staff, Faculty, Temporary/Per Diem/Casual, and Adjunct.

If you are unsure if a position requires a posting, please reach out to your dedicated Talent Acquisition Consultant (TAC) for review.

How do I utilize the job posting tool? To post a position on the University's jobsite, Drexel Careers (via PageUp), please contact your TAC.

What is the time requirement for a job posting? Positions must be posted on Drexel Careers for a minimum of 5 days. The University recommends jobs remain posted for 30 days to allow time for applicants to submit an application and ensure a large and diverse applicant pool.

What is a Waiver of Search Process and when is it used? The reasons for waiving a job posting are based on special circumstances, which must be approved and documented via a posting waiver prior to making a job offer. Examples of these circumstances are noted on the form.

If a posting waiver is approved, a requisition must still be submitted and approved through PageUp in addition to an application submitted by the new hire. Your [HR Business Partner](#) (HRBP) will note and track the waivers approval status.

Please note, if the Waiver Request is denied, the position must be posted for a minimum of 5 days and all candidates who apply within that timeframe must be reviewed.

How do I submit a posting waiver for approval? A completed posting waiver must be emailed to your HRBP, along with a copy of the position description and candidate's resume, when the position description (PD) is submitted and pending approvals in PageUp. HRBP, TAC, and the VP & Chief Diversity Officer will review for approval.

The approved posting waiver must be uploaded into the Documents section of the Job Card/Req.

Thank you for supporting this inclusive recruitment practice which is intended to attract the best talent to the University!

Request For Waiver Posting Requirements

(To be completed prior to making an offer)

Email completed form, position description, and candidate resume to your HR Business Partner.

Hiring Official	<input type="text"/>	Hiring Official Title	<input type="text"/>
Department	<input type="text"/>	University E-mail	<input type="text"/>
Vacant Position Title	<input type="text"/>	Position Number	<input type="text"/>
Appointment Period From	<input type="text"/>	Appointment Period To	<input type="text"/>
Name of Selected Candidate	<input type="text"/>	PD/Requisition Number	<input type="text"/>

Is the Candidate a Current Employee? Yes (benefits eligible) Yes (non-benefits eligible) No

Position Category

- Adjunct
 Faculty - Tenure Track
 Faculty - Non-Tenure Track
 Professional Staff
 Union
 Temporary/Per Diem/Casual

Position Status

- New Position
 Existing Position
 Reclassified/Revised Position

Reason for Requesting a Waiver of the Search Process

(Check one and complete Details and Justification below. Attach additional sheet(s) if necessary.)

- Position funded by grants and current staff member listed by name on grant applications or an employment contract.
 Internal Promotion (employee must remain in the same department)
 Other

Details and Justification of Waiver

Approval

_____ Date _____
Vice President and Chief Diversity Officer

Reviewed By: _____ _____
 HR Business Partner Talent Acquisition Consultant

Any questions regarding this form should be forwarded to your HR Business Partner.