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**Waiver of Advertisement Request**

* Upload with position request in People Admin (position documents) with Dean/Director approval
* If not uploaded at time of position request, please submit to [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) with Dean/Director approval.
* Written justification must be attached to support your request of waiver.
* Form will be returned to department with response.

**Position Title:**



**PeopleSoft Position Number:**

**Department:**

**School/Division:**

**Employee/Candidate (if applicable):**



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| **Select Request** |
| **Specialized Education/Experience**  The following questions should be considered when providing justification.   * Why is not advertising a justifiable option? * How was the candidate identified and selected for this position? * How the candidate is more exceptionally qualified than any other potential candidates both internal and external? * The candidate’s specialized experience and/or education must be fully outlined to exemplify the extraordinary nature of his/her qualifications and credentials. * Is this individual so unique that advertising would not likely yield other applicants with this specialized background? * A current resume/CV must be submitted as supporting documentation. |
| **Temporary appointment**   * 180 days-up to 1 year or likely to become permanent. |
| **Limited Advertisement**   * Limit Advertising to **LSUHSC-NO Employees** – explain why LSUHSC-NO employees would be most suitable for the position. * Limit Advertising to **Department only** (not available for classified positions) – the request should outline the pool of potential qualified internal candidates within the department. * Request to Limit Advertising **Time Period** *–* the request should explain how the limited timeframe would be adequate time to establish a viable applicant pool. |
| **Previous applicant pool**   * posting date must be within 90 days or less for Unclassified/Other Academic OR 180 days or less for Faculty. * Provide date and title of previous advertisement. |

**Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_**

**Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/\_\_\_\_**

**HRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/ \_\_\_/\_\_\_\_**

*Revised 8.2023*