Recruitment Advertising Waiver Process

The University of Cincinnati maintains equal employment opportunity policies and procedures to ensure that qualified individuals will be recruited and hired on the basis of their education, experience, skills and ability to perform the work. All positions shall be advertised and recruited giving due consideration to the university’s commitment to equal opportunity and affirmative action.

If there are exceptional circumstances that warrant flexibility in the recruitment and hiring process, consideration may be given upon approval by the Provost Office or the VP of the Business Unit if not under the Provost Responsibility and the Office of Equal Opportunity and Access.

A waiver request would be considered once the requester completes a waiver form which may be obtained from the Provost Office or the Office of Equal Opportunity and Access.

When completing the form the requester should provide justification for why they believe that a recruitment waiver is necessary to fill this position and what are the unique circumstances about recruiting for this position that will be best served by the issuance of a recruitment waiver.

Taking in consideration whether the position is under-utilized in the areas of Women, African-Americans, People of Color, Disabled and Veterans.

Upon review and approval, the Provost Office or the VP of the Business Unit will then forward the request to the Office of Equal Opportunity and Access. Attach resume/curriculum vitae when applicable.

If the recruitment waiver request is approved, you will then be required to upload the approved waiver request form into SuccessFactors.

Requester Completes Waiver Request Form

Requester Emails Waiver Recruitment Form to Provost or VP of Business Unit

Provost or VP of Business Unit Approves or Denies Waiver Request and Emails Recruitment Form Back to Requester

Requester Upload Approved Recruitment Form Into SuccessFactors

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