

## **REQUEST FOR AN EXCEPTION TO THE HIRING PROCESS**

An exception is a rare request initiated by a department to hire an individual outside of standard hiring protocols.

Name of Recommended Candidate:		Sex:		Race:	
Hourly Rate (Non-Exempt): \$	Annualize	ed Salary (Exempt):	Propose	d Start Date:	
Job Title:	I	Position #:	Job Code	e:	
Home Base Org# for Salary:  Work Schedule # of Hours in Work Week (e.g. 37.5, 40.0)					
Job Status:Regular Full-TimeRegular Part-TimeRegular Full-Time Partial YearRegular Part-Time Part			If partial ye	If partial year, # of months worked 8 9 10 11	
If this is a non-financial position, please select applicable financial duties that position will frequently handle:  Bank Transactions/Investments  Budget Responsibility (approving, monitoring, Q drive)  Deposits (cash, check, credit card transactions)  Invoice Processing, Approval, or Payment  Procurement Card  Purchasing responsibility (supplies, etc)					
Define immediate business need and impact  The business need and impact statement must outline how the hiring of the individual will impact the immediate and long-term department goals and operation; brief description of project/job affected; impact from loss of productivity, budget constraints, costs, timing and any internal or external constituencies that will be impacted.					
Outline background or expertise of the recommended candidate					
Explain circumstances of how recommended candidate was recruited/identified					
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Hiring Manager:				Date:	
Financial Officer:				Date:	
Human Resources Representative:				Date:	
Institutional Access and Equity				Date:	

Additional Documents to attach to the Request for an Exception to the Hiring Process:

- 1) Resume of Candidate
- 2) Job Evaluation Form
- 3) Authorization and Consent for Release of Information