

Request to Hire Without Posting Position

It is in the university's best interests that all jobs, including part time student jobs, be posted. This protects the university from allegations of discrimination and ensures a level playing field for all students.

There are times, however, when circumstances dictate that a position be filled without posting the position or following the normal application and interview process.

Please complete this form and have this form signed by your senior administrator when you must hire without posting the position.

The department and department head requesting permission to hire without posting the position is:

Briefly describe the job duties of this position:

Does this position meet the criteria to have a background check completed on the individual prior to the student commencing work? *Criteria – Will the student: handle money? have access to a computer with sensitive information on it? have access to a master key? work in a security sensitive area? A “yes” to any of these criteria requires that a background check be done.*

Yes, a background check will be done _____ No, a background check is not required _____
If yes, complete Criminal Background check form and forward it to the University Police Department.

Reason why this position could not be posted in the Student Employment Services' database:

The name of individual to be hired for this position is _____

This person was chosen for this position because _____

Signature of Senior Administrator approving hiring without posting position

Date