

Step Doc - Search Waiver Request Form

1

Navigate to <https://powerforms.docuSign.net/094e4415-003b-4f11-abd0-d6f945ffc175?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-a607-e443830d0cf0>

2

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Prepared by

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.



3 Fill in the "Full Name" of the employee - *do not change* the email

Employee (DO NOT CHANGE EMAIL ADDRESS)

Name: *

Full Name

Email: *

donotchange@isu.edu

Hiring Manager

Name: *

Full Name

Email: *

Email Address

4 Add the Hiring Manager's full name and email

donotchange@isu.edu

Hiring Manager

Name: *

Full Name

Email: *

Email Address

University Business Officer (UBO) or Delegate

Name: *

Full Name

5 Add the UBO's full name and email

University Business Officer (UBO) or Delegate

Name: *

Full Name

Email: *

Email Address

Dean/Director or Delegate

Name: *

Full Name

Email: *

Email Address

6 Add the Dean/Director or Delegate's full name and email

Dean/Director or Delegate

Name: *

Full Name

Email: *

Email Address

Vice President or Delegate

Name: *

Full Name

Email: *

Email Address

7 Add the VP or Delegate's full name and email - then click "Begin Signing"

Vice President or Delegate

Name: *

Email: *

Begin Signing

8 Click "Got it"

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to receive approval for a Search Waiver, your
ally well-qualified for the open position.

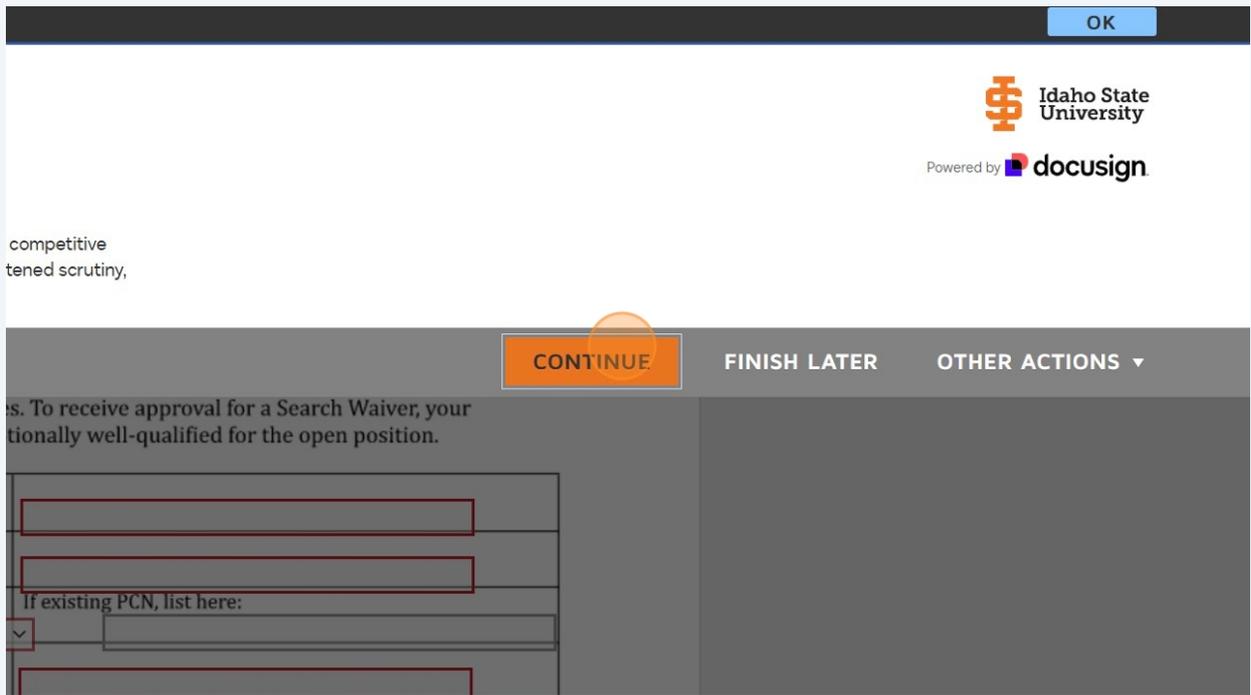
existing PCN, list here:

CONTINUE FINISH LATER OTHER ACTIONS ▾

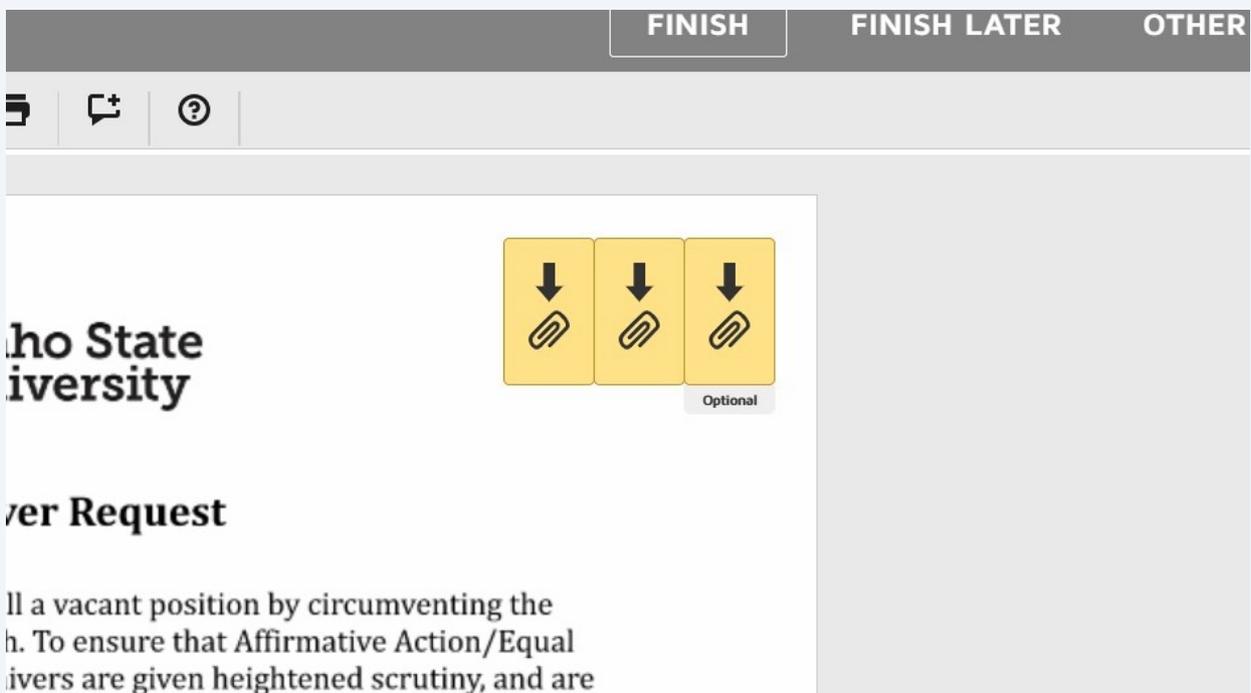
Use the Finish Later option to continue
signing this document at a later time. [Learn
more...](#)

GOT IT

9 Click "Continue"



10 Add attachments for the required Updated Position Description, Candidate CV/Resume, and any other optional documentation you would like to add.



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Fill in the requested information (work with your UBO for position details if needed)

Search Waiver Request

Search Waivers are requests to permanently fill a vacant position by circumventing the implementation of an open, competitive search. To ensure that Affirmative Action/Equal Opportunity requirements are met, Search Waivers are given heightened scrutiny, and are granted under limited circumstances. To receive approval for a Search Waiver, your proposed incumbent must be exceptionally well-qualified for the open position.

Position Title:	<input type="text"/>
Department:	<input type="text"/>
Position Control Number (PCN) (existing or NEW):	<input type="text"/> If existing PCN, list here: -- select --
Name of Proposed Candidate:	<input type="text"/>
Current ISU employee? (Yes/No)	<input type="text"/>
Proposed Salary:	<input type="text"/>
Appointment Months per Year:	<input type="text"/>
FTE (Full Time Equivalent):	<input type="text"/>
Desired Start Date:	<input type="text"/>
Reports to:	<input type="text"/>

Rationale for Search Waiver Request: Please provide an explanation of why the proposed candidate is exceptionally qualified for this position, thus justifying bypassing an open and competitive search process, and doing so is in the best interest of the unit and ISU:

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Enter the proposed salary details and how the position aligns with the OAR Criteria.

DocuSign Envelope ID: 0B2816D2-7C3F-4EA9-849A-924C4109AC78

 **Idaho State University**

Proposed Salary: Please provide additional details regarding the proposed salary for the chosen candidate.

OAR Criteria: What criteria were discussed that aligns with OAR criteria for faculty and staff? Briefly explain how your request supports and aligns with OAR.

Required Signatures

Hiring Manager _____ Date _____

13 Click "Finish"

HR/BUDGET IMPLEMENTATION	
New PCN Assigned (if applicable):	PBUD Confirmation:
Position Type:	Class Code/Title:
FLSA Status:	Compensation:

Revised November 2024

Revised Search Waiver Request.pdf

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FINISH

 Change Language