



PERSONNEL REQUISITION FORM WAIVER OF SEARCH (WOS)

This form is to be used for positions for which a waiver of the competitive search process is requested to directly place someone into an unclassified position.

Name of Authorized Requestor: Phone: Date:

Hiring Unit:

[Waiver of Search Criteria and Procedures](#)
[Waiver of Search FAQs](#)

Recommended Appointee Information

Reason for WOS request: Name: OSU ID:

Position Information

New or Vacant:

Justification to create/fill position:

Anticipated Start Date: Job Location: FTE or Appointment %:

End Date (optional): Appointment Basis: Will the scheduled hours fluctuate?

Rank/Position Title: Job Title (if applicable):

Will incumbent work at an overnight youth camp?

Email letter of justification for Waiver of Search, draft position description, and a copy of the recommended appointee's resume/CV to HSBC.HR@oregonstate.edu.

Funding Information

Salaried Appointments

Proposed Full-Time Annual Salary: Estimated OPE:

Hourly Appointments

Proposed Hourly Rate: Estimated OPE:

Index & Activity Code	% Salary
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

For information regarding calculation of OPE, please visit <http://fa.oregonstate.edu/budget/budget-development-resources> or send an email to BC.HealthSciences@oregonstate.edu.

Approvals

Department Head/Director: _____ Date: _____

Dean: _____ Date: _____

HSBC Budget Authority: _____ Date: _____

Send fully signed form & requested attachments, along with draft PD, to HSBC HR Manager, HSBC.HR@oregonstate.edu.