Health Sciences Business Center

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: 227000 - Vet Biomedical Sciences

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

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.

Rev 11/17/16