

WAIVERS:

- Start by creating a **New Job Opening** (see Faculty Recruiting 8.9 for directions)
- Under **Recruiters** select 'Add Team to Recruiters' and select **Affirmative Action/HR Admin**; checkmark Joanne Freeman-Jung to make primary recruiter
- You will only fill in one **Job Posting**:
 - Visible - Office Only
 - Description Type - Select Waiver from drop down box
 - Description Box - Type justification information
- Click **OK**, then **Save & Submit**

The Candidate must apply online and attach their CV. Once Affirmative Action receives the application and CV they can approve the waiver request.

After receiving Affirmative Action approval, you'll need to complete the **Prepare Job Offer**. In the **Comments Box** type in the DOB (date of birth) and SSN (social security number) in the box.

Affirmative Action will approve the Offer and change the Status to '**Extend**'.

After Extend Offer is accepted, the department changes the Status to '**Accept**'.