**WAIVER INSTRUCTIONS FOR SCHOOL OF MEDICINE FACULTY JOBS**

**Before Submitting Request for Search Waiver –** Obtain approval to hire through <http://louisville.edu/medicine/dean/authorization-to-hire> and forward that approval with the waiver request.

If there is a reason that a position is not going to be advertised, then it will require a waiver which has to be approved by the Dean and Vice Provost for Faculty Affairs. Obtain the “Faculty Search Waiver Form” at <https://louisville.edu/provost/faculty-personnel/faculty-affairs-forms>

1. Send the completed Request for Search Waiver, the materials requested (CV, organizational chart) and email approval to proceed with the hiring process to Carmel Mackin in the Dean’s Office at cfmack01@louisville.edu
2. The waiver will be reviewed by the Vice Dean for Faculty Affairs and Advancement and the HSC Director of Finance & Administration before approval by the Dean and forwarding to the Vice Provost for Faculty Affairs.

**Create a New Job Opening**

If the job opening has not been created, then log into PeopleSoft 9.0 and go to Recruiting Solutions to Create New Job Posting.

**Instructions for Waiver Applicant to Apply Online and Attach CV**

Whether the waiver applicant is an employee or non-employee follows the instructions below:

* Waiver applicant goes to the following link to apply

<https://www.higheredjobs.com/institution/search.cfm?aID=7137&ltype=2>

* Scroll down to the bottom of the page to **HR Internal Business Use Only**
* At this link, click on **“Apply Now”**
* Click on “Register Here” and create and a User Name and Password before trying to log in. If a current employee DO NOT use Outlook user ID or password. Create a different user name and password for this event only.
* Check “Upload a new resume” and then click “Continue”.  Next, click the “Browse” button to locate your CV from your computer files.  Double click the CV.  It should appear in the box.  Then, click “Upload”.  If the resume language does not need to be changed from English, Click ‘Continue’.
* On the Contact Information page, enter your first name and last name, the required fields\*, then scroll down to “Continue”.
* Scroll down the page and answer each personal disclosure statement at ‘Click to respond’. Click on ‘Save and Return’ after each question.
* At the question, ‘Are you a former employee?’ say ‘No’.
* Skip the referral questions and hit ‘Submit’.
* Complete the self-identification box or mark ‘I decline’. Submit again.
* Once you’ve completed the application, click the “Submit” button.  This will take you to a page that lists positions for which you’ve applied.  You should see one that states ‘HR Internal Business Use Only’.
* Log out in top right corner

**After Applicant Applies Online**

Department sends e-mail to employment recruiter informing her that applicant has applied to Job Opening ID #. After the employment recruiter links the candidate’s application to the Job Opening ID#, HR will send email to department indicating that the candidate has been “Linked”. Then department does the ‘Prepare Job Offer’ in Recruiting Solutions. After HR approves the “Extend Offer” and letter of offer has been approved by Faculty Affairs, department changes the offer to “Accept”.