DEFINITION

Waiver of Recruitment/Hire

An exception to the advertised competitive recruitment policy. Used to hire individuals who have specific, unique skills, knowledge or education essential to the success of the job, and who would bring particular distinction to and serve the best interests of ASU.

IMPORTANT NOTE: Positions may require approval from the Executive Director of the Office of Equity and Inclusion.

Consult Recruitment and Selection regarding situations with special circumstances.

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PEOPLESOFTH ACCESS: GET NECESSARY SECURITY ROLES

- **HR Hiring Manager**
  Offers basic functionality under the Recruiting Menu to create a job opening, search jobs, etc.

- **Departmental Hiring Manager**
  Provides Add Applicant and Self-Approval for Non-staff Job Openings

Check the roles you currently have: **ASU HCM Custom > ASU Security > My Security Access Roles**

**REQUEST A ROLE**
[help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-4476]

**CREATE A POSITION NUMBER**
Login to PeopleSoft: [hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login&languageCd=ENG]

1. Click the **ASU Customizations link**
2. Click **ASU HCM Custom link**
3. Click **ASU Position Management**
4. Click **Create/Modify Positions**
5. Select **Create New Position Radio button**
6. Select either **Clone from Existing Position** (if you want to copy attributes from an existing position) or **Create from Scratch** (if you do not want to copy attributes from an existing position)
7. Click **Return to warning message**
8. From drop-down box, select the **Empl Class** for the position number
9. **Enter job code** or **click on magnifying glass** to look up job code
10. Click **Continue**
11. The system will default today’s date as the effective date
   
   **Please change effective date** to appropriate date
   (i.e. date when position needs to be posted, date change occurred or new hire date).
12. Enter standard hours, department code, report to position number, Full/Part & Reg/Temp.

13. A position number can only be PRN if the job code is an hourly or PRN job code. **PRN cannot be used on Exempt positions.**
   a. Click **Save/Submit** button
   b. **Note new position number** and click **Return** button
   c. Click **Return to second warning message.**

14. Once position number has been submitted, (if you have Department Financial Manage Role), the **Create Funding Distribution link** will appear at the bottom, right corner of the screen. Click on the **Create Funding Distribution link** to add the funding to the position number.
   a. Click **Continue** to proceed to add funding.

15. Enter effective date. (must be on/before the effective date of the position #)
   a. Click **Continue.**

16. Enter **Use Dept ID** (must be the same department code used for the position #)

17. Enter **Acct (Account Number)** and the distribution on the account
   The + button can be selected if you need to add more than one account
   (NOTE: the percentages assigned to the accounts MUST add up to 100%)
   a. Click **Save/Submit** button.
   b. Click **Return.**
   c. You will receive an email when the position number is approved.

**COMPLETE A WAIVER RECRUITMENT FORM**

1. Go to [cfo.asu.edu/hr-forms](http://cfo.asu.edu/hr-forms) and Choose “Waiver of Recruitment”
2. Complete form for Short Term or Regular Hire.
3. Obtain appropriate approval signatures. (Dean, AVP, Provost, CFO, or Designee)
4. Send form and resume to OHR Recruitment at DL.ORG.HR.Staffing or e-fax to 480.993.0006 – Reference five-digit job ID number from TAM PeopleSoft

**CREATE A JOB**

To create a job, you need a **Position Number** to select from the drop-down menu.
**NOTE:** See page 2 for information on how to create a position number.

1. Log into PeopleSoft: [hrs.oasis.asu.edu/psp/asusapr/](http://hrs.oasis.asu.edu/psp/asusapr/) cmd=login&languageCd=ENG
2. Click the **Recruiting** Link
3. Click **Create New Job Opening**
4. Job Opening Type—**Standard**
5. Business Unit—(first letter of dept code) and Department
6. Position Number (Must be in drop-down menu.)
   If not, email DL.ORG.HR.Staffing
   Verify other fields will populate themselves. Click **Continue.**
7. Click **Save as a Draft** and system will auto-populate a Job Number.
Strength in People
WAIVER RECRUITMENT DIGEST
A Guide for Classified & University Staff Positions

Job Details
Template ID: 1013 Staff-Short app w attachment – Click “Save As Draft"

Hiring Team  (Use eyeglass-Last Name, First)
OHR Recruiter assigned to your Department
Look up your recruiter: cfo.asu.edu/hr-areasofresponsibility
Hiring Manager—enter last name and click spyglass
Interviewers—enter last name and click spyglass

Click Save & Submit

GET APPROVAL FROM OHR STAFFING
The Recruitment team will review your request and email you when to proceed with the steps below.

ADD NEW APPLICANT & RESUME

1. Recruiting
2. Add New Applicant (Must meet the Minimum Qualifications of Job Title)
3. Enter Info (Name, Address, email and phone number.)
4. Save
5. Click Manage Applicant Activity
6. From top Take Action dropdown Menu, select Link Applicant To Job; click Go.
7. Enter Job Opening ID and click submit
8. Record of link will appear.
9. Prepare the Job Offer.

PREPARE JOB OFFER

1. Click Recruiting
2. Click Evaluate Applicants
3. Enter Job Opening ID (Search)
4. Click Take Action/Select Action drop-down to activate menu of applicant.
5. Select Prepare Job Offer
6. Scroll and click Component drop-down to activate the menu.
7. Select Base Pay
8. Enter Offer Amount
9. IMPORTANT: Click in Comment Box:
   a. State “Waiver of Recruitment” and specific justification to support the hire.
   b. Type of Hire: [New, Transfer, Agency Transfer (ABOR, U of A, NAU),
      Rehire or additional job]
   c. If Rehire or additional job—including Affiliate ID
   d. If Transfer—Include Affiliate ID# (1000…) & Dept transfer from
   e. Six-digit Position Number
10. Scroll and click Submit button
11. This action will send an email to OHR Staffing to review the candidate for hire for approval.
    The candidates will remain in Interview status until OHR approves offer.

ASU Office of Human Resources | Recruitment and Selection | Revised 6.24.13
12. OHR will audit the qualifications, comments and job/salary offer for compliance.
13. If the offer is approved, an email will be sent to the primary hiring manager acknowledging the approval process is over and they can extend the offer, from a member of the OHR Staffing team.
14. The disposition status of the applicant will now change from Interview to Offer.
15. The department can now offer the job to the candidate.

**Competitive promotion** – If a staff member successfully competes for a posted position in a higher salary grade than their current position, the staff member will be eligible to receive an increase of up to 10% or to move to the minimum of the salary grade for the new position, whichever is higher (to avoid confusion, any posted salary range minimum must be the minimum of the assigned grade range for the job title) unless an exception is granted by the Provost or the CFO when factors such as performance, potential or other pertinent considerations fully justify a larger increase.

This will continue to require Provost or EVP/CFO approval.

**EXTENDING JOB OFFER**
1. Run a background check, procedure at [cfo.asu.edu/hr-background](http://cfo.asu.edu/hr-background)
   - E-fax background check cover letters and forms to 480.993.0006
2. Extend the job offer to the applicant.
3. If accepted, have them sign an offer letter:
   - [cfo.asu.edu/hr-samleletters](http://cfo.asu.edu/hr-samleletters)
4. Email [DL.ORG.HR.Staffing](mailto:DL.ORG.HR.Staffing) to notify us the offer was accepted by the applicant:
   - E-fax signed offer letter to 480.993.0005
   - Email signed offer letter to [DL.ORG.HR.Staffing](mailto:DL.ORG.HR.Staffing)
5. Staffing will review the document and change Offer to **Offer Accepted** in TAM for you, and then email you when to proceed.

**FINAL HIRING STEPS**
1. Create Affiliate ID (if needed)
2. **Enter the PTR** (Personal Transaction Request). PTR data must match data in TAM. Users will need one or more of the following access approvals to work in PTR.
   - a. PTR Approver
   - b. PTR Dean/VP

**Questions about PTR process or access?**
Refer to [cfo.asu.edu/fs-ptr](http://cfo.asu.edu/fs-ptr) or email ptr-info@asu.edu

**Close out Job**
Email [DL.ORG.HR.Staffing](mailto:DL.ORG.HR.Staffing) to tell us this job is now closed with hire or closed without hire.
FORMS EMPLOYEE MIGHT NEED

NEW HIRE PAYROLL PACKET (IF NECESSARY)
Go to cfo.asu.edu/hr-forms to get the forms that must be submitted no later than three (3) business days from the date of hire. There are three options for submission:

- Prior to Start Date
  Employee should bring the New Hire Payroll Packet to the ASU Employee Service Center (ESC), located at the University Services Building (USB) at 1551 S. Rural Rd., Tempe (just south of the intersection of Apache Blvd. and Rural Rd.).
  Employee should complete the Employment Eligibility Verification (I-9) form with an ESC rep for documentation and must bring along the required IDs.

- On Start Date
  Employee should bring the New Hire Payroll Packet to the ASU Employee Service Center.
  Employee should complete the Employment Eligibility Verification (I-9) form with an ESC rep for approval and must bring along the required IDs.
  NOTE: Waiting to complete these forms on the start date could delay the first paycheck.

- Prior to Start Date (Out of State)
  Employee should complete the New Hire Payroll Packet, have the Employment Eligibility Verification (I-9) form notarized by a notary public and fax it to 480.993.0005.
  IMPORTANT: Employee should mail the original to the Hiring Dept. address.

BENEFITS PACKET (IF NECESSARY)
cfo.asu.edu/hr-benefits
Offers information to complete online benefits enrollment—which must be done no later than 30 days AFTER the hire date.

RETIREMENT FORMS (IF NECESSARY)
cfo.asu.edu/hr-benefits
Get applicable forms and submit them no later than 30 calendar days from date of hire.