Search Waiver FAQ

**When do I use the search waiver process?**
A search waiver is required in the hiring of the following employment categories:
- Post Doc
- Grant Named contracts
- Exception (e.g. spousal hire)
- LOA Exception
  - no degree
  - Over Q2
  - LOB over 11 months
- Temporary hire

**How does the search waiver E-Search process differ from a traditional search?**
The search waiver E-Search process is a shortened version of a regular recruitment. The Search Coordinator will complete the fields in the requisition using the Search Waiver template in E-Search, and place the position at the status of Waiver Post. Once this is complete, the system will generate a private link which must be given to the applicant with instructions. After the applicant applies, the Search Coordinator will move the requisition forward for final approval.

**Who needs to give final approval?**
Once the applicant applies, the Search Coordinator must then change the status of the requisition from Waiver Post to Submit Candidates to Dept Head/Supervisor. The department head receives notification that a requisition is ready for approval, logs into E-Search to review, and changes the status to the AVP or Dean/VP level, depending on the organization of the department. Dean/VP will move to Vice Provost, then Vice Provost will move to Human Resources. Once Human Resources approves the requisition, the department can extend the offer and begin working on the offer letter and hiring documents.

**What information should be provided to the applicant?**
Sample email to applicant:

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TO:  Candidate
FROM:  

Thank you for your interest in employment at the University of Nevada, Reno. In order to complete the approval process to create this position we need your assistance as follows.

1. Visit the following link and create an account: https://www.unrsearch.com/user/new
2. Once you have created an account, go to: (INSERT QUICKLINK)
3. Below the position title, click APPLY TO THIS JOB
4. Complete the requested contact information in the registration form, certify the form and attach a resume/CV
5. Submit your application
6. Reply to this email to let me know you’ve completed this process

Once I receive your response, I can initiate the request for approval for this position. We will contact you as soon as further information is available. Please contact me if you have questions or concerns.

Regards,
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