



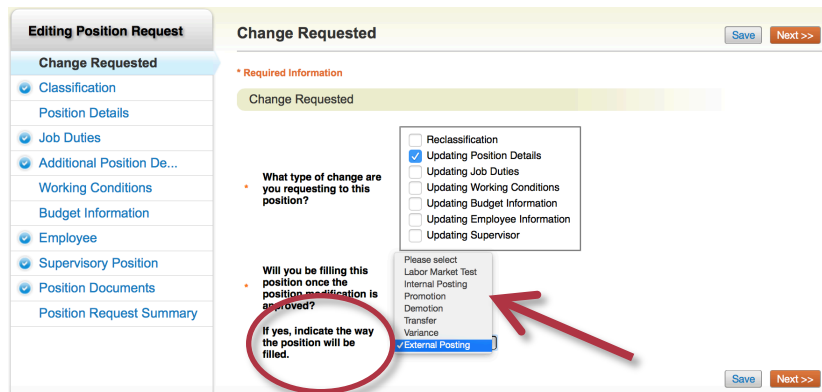
# Quick Reference Guide: Creating a Posting Waiver

Purpose: Use the following steps to create a new posting waiver in People Admin7. A posting waiver should be created for Variances, Promotions, Transfers, Demotions, and Internal Postings.

**\*\*Academic promotions for Tenure do not utilize this process. \*\***

## 1. Position Description

- Review/update or create a position description for the vacant position.
  - [Staff Creating a Position Description](#)
  - [Staff Modifying a Position Description](#)
  - [Faculty Creating a Position Description](#)
  - [Faculty Modifying a Position Description](#)
  
- If modifying a position description, indicate on the change request page how the position will be filled.



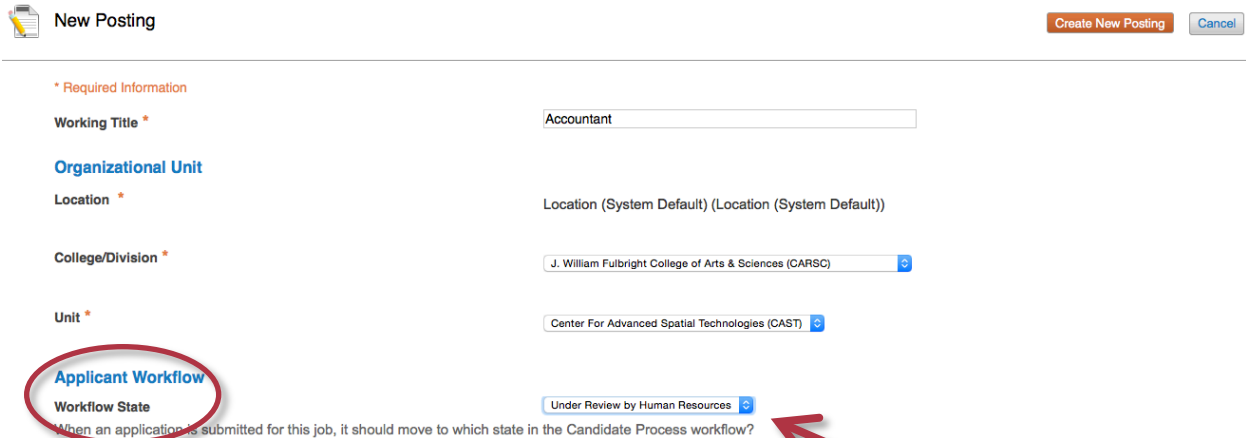
## 2. Hiring Request

- The University of Arkansas has instituted a hiring freeze on all positions. Prior to beginning the process of advertising a vacant position, a [Hiring Request Form](#) must be approved. For guidance in completing and submitting the form, please see the [Online Hiring Request Form Guidelines](#).

## 1. Position Announcement

- The posting will be for internal purposes only.
  - [Staff Creating a Position Announcement](#)
  - [Faculty Creating a Position Announcement](#)

- After clicking  **Create Posting from this Position Description** on the New Posting information, ensure that the Applicant Workflow – Workflow State is set to *Under Review by Human Resources*



**New Posting** Create New Posting Cancel

*\* Required Information*

Working Title \*

**Organizational Unit**

Location \*

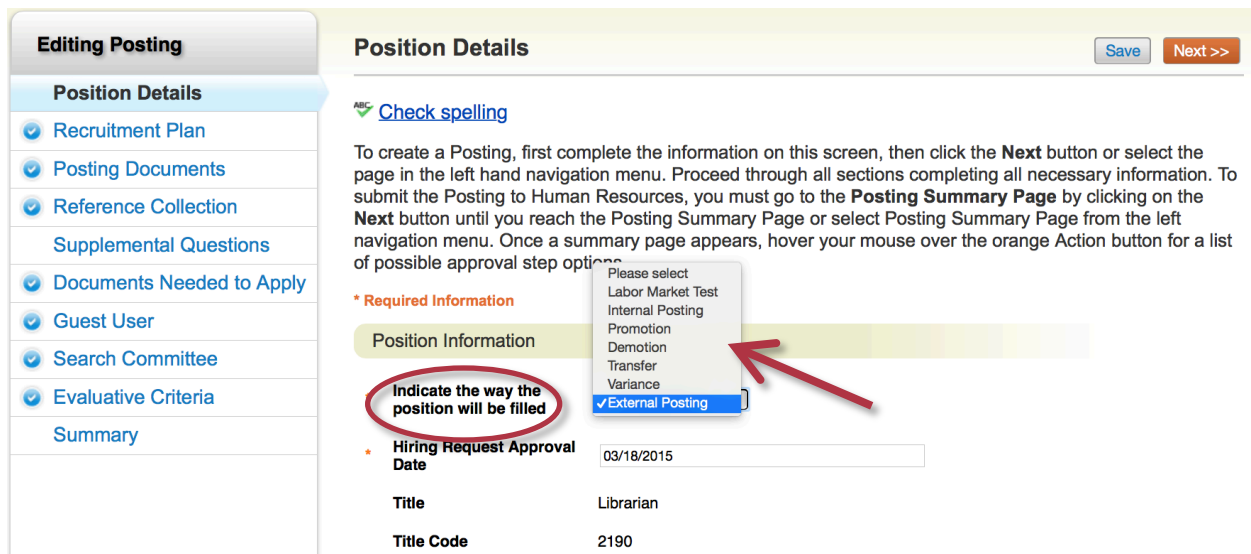
College/Division \*

Unit \*

**Applicant Workflow**


Workflow State  *When an application is submitted for this job, it should move to which state in the Candidate Process workflow?*

- Select *Create New Posting* and continue on to Select or verify (if a position description was modified, the method of advertising will pull over to the posting) how the position will be filled on the posting.



**Editing Posting** Save Next >>

**Position Details**

 [Check spelling](#)

To create a Posting, first complete the information on this screen, then click the **Next** button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the **Posting Summary Page** by clicking on the **Next** button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.

*\* Required Information*

Position Information

**Indicate the way the position will be filled**

Hiring Request Approval Date

Title Librarian

Title Code 2190

- The following fields will **NOT** be required to be completed for a position waiver posting.
  - Qualifying Groups (*Will only be seen for Staff Positions*)
  - Supplemental Questions
  - Guest User
  - Search Committee
  - Evaluative Criteria



## 5. Recruitment Plan

- For the required fields of the Recruitment Plan, please enter the type of waiver you will be utilizing, i.e. Variances, Promotions, Transfers, Demotions, and Internal Postings should be listed in the Proactive Recruitment Source #1, #2 and #3 and select waiver in the drop down menu.
- Select “No” for all of the Additional Recruitment Sources.

## 6. Posting Documents

- The appropriate waiver justification form must be completed and attached to #10 of the posting documents. The forms can be found on the OEOC website: [Waiver Justification Forms](#)

## 7. Documents Needs to Apply

- As a general rule, an résumé or curriculum vitae will be minimally required for all position waivers.

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## 1. Applying for the Position

- Once the waiver is approved for internal posting, send the internal posting link to the identified candidate.
- Note: Once the applicant has applied, the status will change to ‘recommend for hire’ and the department will need to begin the hire proposal. HR and OEOC will complete the required reviews at the Hire Proposal stage.

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## 1. Hire Proposal

- Create the hire proposal in PeopleAdmin 7.
  - [Staff hiring proposals](#)
  - [Faculty hiring proposals](#)
- Attaching the draft offer letter will be required.
  - [Offer Letter Templates - Faculty & Staff](#)
- Once the hiring proposal has been submitted, notification will go to Human Resources who will review the candidate and if approved, will send the applicant for review to OEOC. OEOC will send the waiver hire proposal to the appropriate Vice Chancellor.
  - Variances, Internal Promotions, Demotions, Transfers will receive the final approval from the appropriate Vice Chancellor.