



**Requesting a  
Waiver of  
Recruitment**

**University of Wisconsin  
Oshkosh**



**Revision History**

<b>Date</b>	<b>Revision</b>
September 1, 2017	Additional instructions added

## Step 1: Log into PageUp

To log into the PageUp system, you may follow the link below:

[Oshkosh.pageuppeople.com](http://Oshkosh.pageuppeople.com)

Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

## Step 2: Create a position description

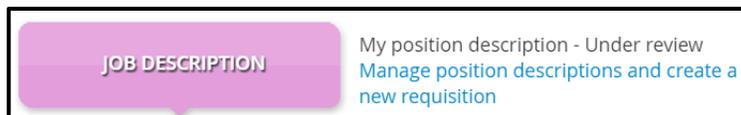
For further guidance on creating a position description in the PageUp system, reference the **Creating a Position Description and Job Requisition** guide available under the "PageUp Training Manuals" tab on the recruitment website (<http://hr.uwosh.edu/recruitment/>).

To request a waiver of recruitment, you will complete the position description as normal. Once your position description has been approved, you will complete the job requisition, which is where you will indicate a request for a waiver of recruitment.

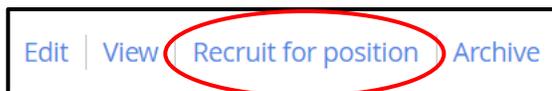
## Step 3: Complete the job requisition

The job requisition is the second and final step necessary to initiate a recruitment or request a waiver of recruitment.

Access your approved position description by clicking on **Manage position descriptions and create a new requisition**.



Find the position by searching or by scrolling through the list. Once you've found the position, scroll to the right side of the page and click **Recruit for position**.



You have just opened a new job requisition. Complete the job requisition and request a waiver of recruitment.

You will notice the first section of the page is the position description you've already received approval for. This information has been transferred to the job requisition and cannot be edited after being approved.

Continue until reaching the Position Description section where you may begin with **Headcount Management**.

If you are replacing a position, notice the **Position no.** auto-populates with the position number to which you are recruiting for. If you are recruiting for more than one of the same position, enter the number of new OR replacement positions you are requesting in the **Position Openings** boxes. Click **Add**. Depending on the number of positions entered, a row will appear below where you can enter in the position number(s) of the position(s).

**Position Description**

Faculty and Instructional Academic Staff positions only need to complete "Headcount" and "Job Summary" fields. Remaining fields are optional.

**HEADCOUNT MANAGEMENT**

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing position).

Position Openings: New:  Replacement:  Add

Position no	Type	Applicant	Application status
1	<input type="text"/> <b>Auto-populates</b> Replacement	-	-

Continue to the section labeled **Create Your Posting**. This is where you will indicate your request for a waiver of recruitment for this position.

**Create Your Posting**

Search Type:

Are you requesting this position to be hired as a waiver?:\*  Yes  No

What type of Waiver?:

- Select
- Business Necessity
- Acting, Interim, Visiting Appointment
- Difficult Recruitment
- Time and/or Funding Constraints
- ReEmployment of Transfer
- Other Waiver Request
- Spouse/Domestic Partner
- Special Skills Waiver

Automatic advertising sources. Please select from the following options:

Please list any additional sources you will be posting to:

Advertising summary:\*

Advertisement text:\*

Select the type of waiver you are requesting.

Since you are requesting a waiver of recruitment and not planning to post the position should it get approved, an external posting does not need to be created. Since the **Advertising summary** and **Advertisement text** fields are required, type brief text into these fields to fulfill the requirement. You may skip the **Search Committee Information** section.

Complete the **Users and Approvals** section of the job requisition and select the **Request for Waiver of Recruitment** approval process. This approval process includes the Office of Equity and Affirmative Action, which is the office ultimately responsible for reviewing and approving recruitment waiver requests.

**Users and Approvals**

Search Chair:   

No user selected.

Administrative Support/Search Assistant:\*   

No user selected

Approval process:\*

None 

- None
- Campaign
- Job Requisition-New/Replacement
- Request for Internal Search
- Request for Waiver of Recruitment**

Status:\*  Pending approval 

[Next page >](#)

Change the Status of the position to **Pending approval.**

**Warning:** There is one step required before you may submit your job requisition. Before clicking Save to submit the job requisition, scroll to the top of the page and click on the **Documents** tab.

[Position info](#) [Notes](#) [Sourcing](#) **[Documents](#)**

### Step 4: Attach required waiver documentation to job requisition

With all recruitment waiver requests, you are required to provide the following documentation for the Office of Equity and Affirmative Action to review:

1. **Waiver of Recruitment Request form:** <http://equity.uwosh.edu/forms/>
2. **Application documents:** Please supply the cover letter and resume of the individual you are requesting to be waived into the position.

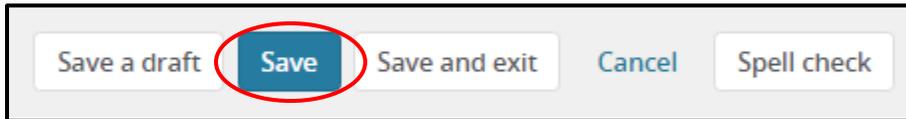
Once you have received/completed these documents, you must attach the documents to the job requisition you are planning to submit. Under the documents tab, you may select **Document from a file** to attach the required documents listed above. Your request for a waiver of recruitment will be denied if these documents are not attached to the job requisition.

[Position info](#) [Notes](#) [Sourcing](#) **[Documents](#)**

Select 

- Select
- Document from a file**
- Document from library

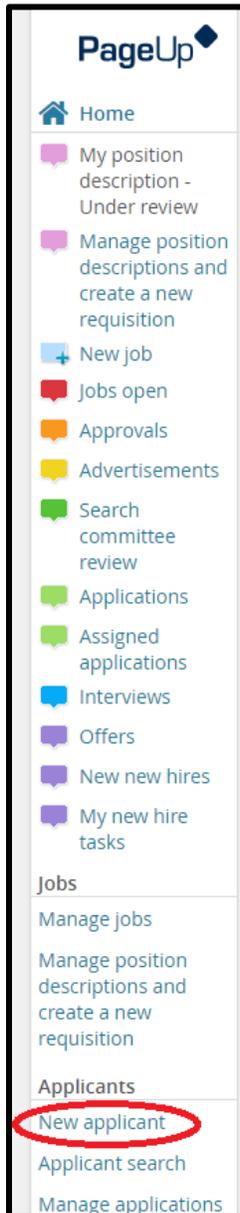
Click **Save** to submit the job requisition and initiate the approval process. Once you have submitted the job requisition, all approving parties will review and you will be notified of the decision made for the waiver request.



## Step 5: Apply applicant to job (if waiver is approved)

You will now want to apply the applicant to your job on their behalf.

Select the **new applicant** option on your expanded main menu from your home screen.



Complete the following sections to the best of your abilities:

Personal details Single | Bulk

E-mail address:\*

Title: First name:\* Last name:\* Preferred name:

Home address:

City:

ZIP:

Country:  
United States

State:  
Wisconsin

Phone No.: Cell No.: Work No.:

SMS text notification

Employment status:  
Select

Resume:

Other document:

Other document:

Select the job you would like to attach to this applicant by selecting the binocular icon:

Job:  
 2

No job selected

Source:\*

Select

Visibility

Make this applicant visible to: All users

Save action

- Save and complete application form
- Save and show applicant card
- Save and close
- Save and add another

Here will be a list of the jobs you have access to. Please select the appropriate one:

Requisition Number:	Title:	Clear	Search
<input type="text"/>	<input type="text"/>		
Requisition Number	Title		
494641	Lecturer	<input type="button" value="Select"/>	

Next:

1. Select a source (how did the applicant hear about the position) from the dropdown menu.
2. **Warning:** Do not select a form type.
3. Select yes, to disclose the application to the candidate.
4. Make this applicant viable to all users.
5. Save action: save and close.

Job:

Lecturer

494641

Source:\*

Form:

Do you want to disclose this application to the candidate?:\*

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Visibility

Make this applicant visible to:

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Save action

Save and complete application form

Save and show applicant card

Save and close

Save and add another

Click the save button:

<input type="button" value="Save"/> <input type="button" value="Cancel"/>
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## Step 6: Complete the offer card

You will now see that one applicant has applied to the job:

Manage jobs									
Status:	Current recruitment	Clear	Search						
Types:	All								
<a href="#">Show other search criteria</a>									
Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date
494641	28 Apr 2017	JN	Lecturer	F08 - Academic Affairs	College Of Edu Offer		15	UW-Osh	
494870	17 Aug 2017	EA	Associate Dean	F08 - Academic Affairs	College Of Edu Approved		1	UW-Osh	

You may now complete the offer card. For further guidance on completing the offer card in the PageUp system, reference the Offer and Onboarding guide available under the "PageUp Training Manuals" tab on the recruitment website (<http://hr.uwosh.edu/recruitment/>).