

EXCEPTION TO PS-1 (WAIVER OF ADVERTISEMENT) REQUEST

To: Talent Acquisition and Employee Relations
Office of Human Resource Management

From:

Please provide the following information:

University Approved Title of Position: _____

Working Title (if applicable): _____

Position Number: _____

Name of Employee/Candidate for this Position (if applicable): _____

Current University Approved Title of Employee (if applicable): _____

Indicate Type of Request:

- Waiver of Advertisement- Indicate the Reason for Requesting Exception:
 - Candidate with Specialized Education and/or Experience-
Explain below in detail why the qualifications are considered specialized. Positions held for which the employee did not compete may not be considered.
 - Promotion-
Describe how the candidate was selected and address all other qualified internal candidates including the reasons they were not selected
 - Temporary Appointment-
A waiver request is not required for appointments that will not exceed 180 days. However, other temporary appointments that may exceed 180 days must have an approved waiver request
- Restrict Advertising to LSU Employees Only (Exception not required for Classified positions)-
Explain the specific qualifications you are seeking that only LSU employees might possess
- Restrict Advertising to Department Only (Exception **not available** for Classified positions)-
Explain who the qualified candidates are who may apply for the position
- Request to Use Previous Applicant Pool (Exception not required for Classified positions)-
Provide dates and title of original advertisement
- Request to Limit Advertising Period
Explain why the limited timeframe would be adequate time to establish a viable applicant pool
- Other: _____

Supporting Information Relating to the Type of Request:

Supporting Documentation Attached (check all that apply):

- Resume or C.V. (if external applicant)
- Previous Advertisement (if applicable)