



MEMORANDUM

To: Tracy Hooker, Human Resources Director
From: Kathy Nesbitt, Vice President of Administration
Subject: University Staff Direct Appointment Process
Date: October 1, 2017

While a full search is typically recommended, there are instances when a direct appointment is necessary. In the case of a direct appointment based on the two reason types below, a Search Waiver will not be required to forego a full recruitment. One of the following reasons must be selected and communicated to System HR as part of the request to fill a position without conducting a search. In order to hire someone via direct appointment, please select one of the following reasons and include the appointment type reason number and corresponding information/justification in the "comments" section on page one of the Budget/Position Form. Please send the completed and signed form to SystemHR@cu.edu.

Table with 2 columns: Reason #, Direct Appointment Type. Row 1: 1, Qualified candidate is available from a previous search within the past six months. Row 2: 2, Promotion, reclassification, transfer, or rehire (within one year of separation) of a current or former University of Colorado employee.

Employee Services