

REQUEST TO HIRE WITHOUT POSTING POSITION

It is in the University's best interest to post all job openings, including part-time student positions. This helps protect the University from potential allegations and ensures all students have the opportunity to access a valuable source of income while gaining meaningful work experience.

There are times, however, when circumstances dictate a position be filled without posting the job or following the normal application and interview process. This situation typically arises when Bona Fide Occupational Qualifications (BFOQs) are mandated (such as the ability to play a specific musical instrument, speak a foreign language) or a research component or grant funding is involved. Should your position qualify, please complete the form including the signature of your senior administrator (vice presidential level).

JOB INFORMATION

Position Title: _____

Briefly list the job duties of this position: _____

Describe why this position is exempt from the traditional recruiting practice of advertising the job to solicit applications from all interest students):

Related grant/project if applicable: _____

STUDENT INFORMATION

Student Worker's name: _____

Buff ID: _____ This student was chosen for this position because:

DEPARTMENT INFORMATION

Supervisor/Contact: _____ Extension: _____

Department

Department Head's Signature

Division

Division Head's Signature

Signature of Senior Administration (VP Level or above)

Date

After receiving *all* required signatures, please send this form to Student Employment or email to part-timejobs@wtamu.edu. You will receive an email confirmation when the form has been received which will include instructions on how to proceed in hiring the above student. Students may not begin working until the Authorization to Work email has been received