BALL STATE UNIVERSITY

Request for Additional Hire from Non-Pooled Position

When a vacancy occurs and an identical position is already posted that is not a pooled position, this is a request to use the identical position's candidate pool to hire from. Typically, multiple hires can only be made from pooled positions, so this waiver is needed when additional hires are requested from a position not pooled when posted. The positions must be identical in every way. *Please note: Pooled positions do not need to complete this waiver for multiple hires.*

Date: Contact Name: Contact Email:

Questions about the process? Contact Employee Relations at (765) 285-1823.

Position Information:

College or VP Area: Department/Unit:

Position Number: Position Title:

Please attach the following documents:

☐ Justification why an additional hire is being requested from a non-pooled position.

Waiver Request Type:

☐ 1. Additional Hire from Non-Pooled Position

Position number of posted position with applicants: _____

Please indicate support and then forward to Employee Relations for final approval.

Hiring Manager (Please Print)	Hiring Manager Signature	Date
Melissa Rubrecht Director ER&AA	Director ER&AA Signature	Date

Definitions:

Pooled Position: A single job posting to collect candidate applications for the purpose of filling multiple positions with the same title from one applicant pool.

Non-Pooled Position: A single job posting to collect candidate applications for the purpose of filling one position only.