



Request for Shortened Posting Period and/or Internal Search

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 a shortened posting period is necessary and/or why an internal search is preferable

Waiver Request Type:

1. Shortened Posting Period

Number of Days to Post: _____

2. Internal Search

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:

Shortened Posting Period: When a vacancy occurs and a candidate has not been identified, a reduced posting period may be utilized to collect possible candidates. The various types of positions have minimum posting requirements (Contract Faculty & Professional=14 days; Staff=10 days); therefore, a waiver is required to reduce the amount of time that a position is posted to the University webpage. A posting request must not be less than 5 calendar days. *Please note: Tenure-Track Faculty positions cannot be posted for less than 30 days.*

Internal Search: When an external recruitment process is not financially feasible AND essential job duties and responsibilities entail knowledge gained from Ball State employment, a competitive internal search may be a viable option.