

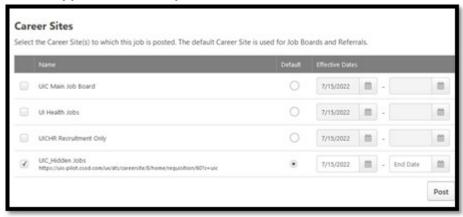
## OFFICE FOR ACCESS AND EQUITY

## **Search Waivers and Appointment Changes**

## Search Waiver (External Candidates)

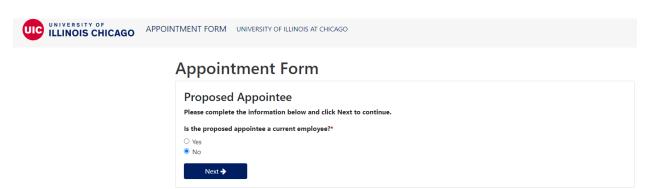
- 1. Initiate the "Search Waiver" workflow in JDXpert
- 2. Complete the Cornerstone Requisition and
- 3. Post to the Hidden Job Board

## OAE approval is not required



- 4. Copy URL to hidden job
- Email applicant the hidden job URL
- 6. Applicant Applies to job
- Manage candidate record (BGC, etc.)
- 8. Initiate the OAE Appointment Form

Be sure to include required attachments, Job Description, Resume, Justification, etc.



The appointment form must be routed from the department (Initiator) to the College (Academic Search Coordinator). You will need the NetID of the relevant Academic Search Coordinator for your college or administrative unit. Please contact OAE if you have questions.

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