



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

Name	Default	Effective Dates
<input type="checkbox"/> UIC Main Job Board	<input type="radio"/>	7/15/2022 - [calendar icon]
<input type="checkbox"/> UI Health Jobs	<input type="radio"/>	7/15/2022 - [calendar icon]
<input type="checkbox"/> UICHR Recruitment Only	<input type="radio"/>	7/15/2022 - [calendar icon]
<input checked="" type="checkbox"/> UIC_hidden Jobs <small>https://uic-pilot.csd.com/u/ats/careersite/5/home/requisition/601c+uic</small>	<input checked="" type="radio"/>	7/15/2022 - [calendar icon] End Date [calendar icon]

Post

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

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



Appointment Form

Proposed Appointee
Please complete the information below and click Next to continue.

Is the proposed appointee a current employee?*

Yes
 No

Next →

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.