Appointment Form - Search Waivers and Appointment Changes

1. Complete the “Search Waiver” workflow in JDXpert
2. Complete the Cornerstone Requisition and post to the Hidden Job Board
   • **OAE approval is not required**
3. Copy the URL to the “Hidden Job Board” and email the hidden job URL to the applicant
   • **This step is recommended but not required**
4. After the candidate applies, manage the candidate record (department selected, BGC, etc.)
5. Initiate the OAE Appointment Form and select “Search Waiver (External Candidate)” or “Appointment Change (Current Employee)”
   • **Required attachments: job description (AP only), resume, justification, and other relevant supporting documentation.**

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.