



OFFICE FOR ACCESS AND EQUITY

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**

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.csod.com/ua/jts/careersite/5/home/requisition/907c=uic</small>	<input checked="" type="radio"/>	7/15/2022 - [calendar icon] - End Date [calendar icon]

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.**

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.