

Search Exception FAQs

What is the difference between a search waiver and a search exception?

A search **waiver** is a request to seat someone directly into a position without a search process at all. A search waiver deals with *people*. A search **exception** is a request to change one or all of the requirements for conducting a search. A search exception deals with *processes*.

What are the types of search exceptions?

An exception to search may be made when requesting that a search be open only to University of Idaho employees, when requesting a posting period shorter than the required posting time, or when requesting less than the required amount of advertising for a position.

Why do I need to ask for a search exception?

Equal employment and Affirmative Action principles dictate that each and every employment opening for certain federal contractors be filled with an open and competitive search based on best practices for recruitment and hiring. There must be a good reason for shortening a search or reducing advertising and recruiting efforts, which may have the effect of excluding protected classes of people who are not appropriately represented at the University of Idaho.

How do I ask for a Search Exception?

The following steps should be taken when asking for a search exception:

A search exception should be requested in ***the posting*** in the waiver tab, in the search exception field.

In the search exception field describe:

- What exception you are asking for,
- Why you are requesting the exception, and
- What impact the search exception would have on your department/unit.

What factors do we examine when considering a search exception?

Some of the factors we consider when examining search exception requests are:

- The likely pool of internal candidates based on our affirmative action plan. How likely is it that an internal hire will help us reach our affirmative action goals?
- Advertising guidelines – how is the applicant pool likely to be affected if we deviate from the minimum advertising requirements?
- Is this an entry level position? We are more reluctant to grant a search exception for an entry level position as those positions are not usually opportunities for advancement within the University.
- Would the exception help to advance affirmative action goals?