**TYPES OF EXCEPTIONS TO THE RECRUITMENT AND SELECTION**

**MISSISSIPPI VALLEY STATE UNIVERSITY**

**OFFICE OF HUMAN RESOURCES**

**Business or Instructional Necessity** - Conducting a full recruitment effort would have a negative impact on the operational effectiveness of a department or would violate a formal contractual obligation of the University.

**Internal Recruitment Only** - Under certain circumstances, a department may desire to limit a recruitment effort to qualified applicants within the University and/or hiring department. Internal recruitment efforts will be open to all permanent MVSU employees and layoff applicants exercising preferential re-hire rights. Positions restricted to internal recruitment shall follow the same recruitment and selection process as an external recruitment effort.

**Qualified, Diverse Applicant Pool** (from a previous posting) – A department that has recently conducted a full search that yielded a diverse applicant pool. A second opening in the same job title within a 120-day period would allow the department to make a selection from the original applicant pool.

**Diversity Opportunities** - A waiver to achieve diversity may be granted to a department based upon its capacity to recruit qualified people of color and/or women candidates, where there is under-representation of people of color and/or women in the department workforce profile.

**Appointment to a Permanent Position without a Search** - Appointment of an employee in an Interim Position or a temporary role to a permanent position without a search.

**Waive Minimum Qualifications** - Department is requesting permission to fill a position with a candidate who doesn't meet the minimum qualifications as stated in the advertisement.

**Other** - Other reason not listed (must include reason for the waiver in the justification).

Questions regarding exceptions to the University’s normal recruitment and selection process may be directed to the Human Resources Director at 662.254.3531.