**REQUEST FOR AN EXEMPTION TO RECRUITMENT**

*UNIVERSITY OF CALIFORNIA, SANTA BARBARA, HUMAN RESOURCES*

**Date**:

**To:** Melinda Crawford

Director, Talent Acquisition/Training & Development, Human Resources

**From:** Requesting Dept/Unit Head Lived Name:

 Title:

 Department:

 Extension and Email:

**Candidate’s or Employee’s Lived Name:**

**Reasons for Request**: (Insert details here)

This request is submitted in accordance with PPSM 20.III.G.8., which provides for the following as an exemption to recruitment:



**Appointment Information:**

Proposed Appointment Dates: From: To:

Department

Position Number:

Employee Class:

Job Code:

Job Title Name:

Proposed Salary Rate:

Proposed Percent Increase:

(if promotion or transfer)

**Required Department & HR Signature Approvals:**

Department Head Date

Title, Department

Control Point Date

Title, Department

Human Resources Date

Title

Approved \_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_