

## Direct Hire Procedures

1. In order to achieve equal access and equal employment opportunity, it is generally necessary to post all positions in a competitive process. However, there are a few concretely defined circumstances under which a waiver of posting may be permitted for any vacant position on campus. Instances in which waivers may be permitted are referred to as “Direct Hire” situations, and include:
  - A current Indiana State employee whose position is being eliminated due to a reduction-in-force.
  - A current Indiana State employee who was originally hired by the University via a competitive search process, has a record of good performance, and would likely be highly qualified in a competitive external search.
  - The unit has secured a candidate with “special distinction” (i.e., rare expertise in a specialized field) and likely be highly qualified in a competitive external search.
  - The position will exist only if a particular individual with unique education, training, and experience is interested and available.
  - The terms of a grant or contract require the appointment of the defined individual.
  - As part of the recruitment in another unit on campus, the candidate is a qualified “dual-career” spouse or partner.
  - The candidate is qualified for the position and will provide diversity as a member of an underrepresented protected class.
2. In instances in which a Direct Hire is sought, the following documentation must be submitted for approval to the appropriate Dean/Administrator who will seek approval from the vice president or, if applicable, the president.
  - Job description
  - Individual’s resume/curriculum vitae
  - At least three references for the position
    - For Staff positions - please complete the Candidate Reference Summary form
    - For Faculty positions - please provide the three reference letters
  - A memo from the hiring manager justifying the candidate’s selection and stating the reasoning as to why the position should not be posted and a search conducted.
    - **For Faculty positions** – the memo justifying the candidate’s selection will be submitted by the department chairperson and will be accompanied by documentation of (1) discussion by the department faculty of the position, candidate, justification, and provisions of direct hire and (2) vote by the regular faculty indicating strong support for the Direct Hire.
  - Provide the salary and the anticipated start date
3. After the appropriate vice president/president has approved the Direct Hire, the vice president/president shall forward all documentation to the Equal Opportunity Office, which will verify compliance of the materials.
4. The Equal Opportunity Office will review the documentation, and will contact the department requesting the Direct Hire with an approval, or if further information is needed.
5. Human Resources will determine any necessary conditions of employment to be included in an offer of employment under these procedures to comply with University policy or as requested by the hiring manager.
6. The hiring department will post the position on the Applicant Tracking System (ATS). The applicant’s name and the day the direct hire was approved must be entered in the section **Special Notes Regarding this Position Request**.
7. HR will post the position and notify the candidate to complete an online application. HR will then notify the hiring manager to initiate a hiring proposal and send it through the approval process. ***When hiring faculty, the hiring department must also complete and submit the Regular and Full-Time Temporary Faculty Appointment Authorization Form (available on the Human Resources website).***

Please direct any questions regarding these procedures to ISU Human Resources at 812-237-4114 or Equal Opportunity Office at 812-237-8954.