



WNMU – Noncompetitive Selection Waiver Request Form

Western New Mexico University’s standard practice is to fill positions through a competitive recruitment process. This form is used to request approval for a noncompetitive selection, which may be considered in exceptional and limited circumstances when a competitive search is not practical and a clear institutional need exists. To be considered, the following requirements must be met:

1. A position number and funding source must be established prior to submission of this request.
2. The supervisor must complete this form to formally request a waiver of the noncompetitive selection process.
3. An approved job description and the candidate’s resume/CV must be attached for review.
4. Candidates must submit all required documentation through the University’s Applicant Tracking System.
5. Positions requiring employment-based visa sponsorship are not eligible for noncompetitive selection under this policy.

Submission of this request does not guarantee approval. All requests must meet the criteria outlined in the Noncompetitive Selection Policy and are subject to review and approval. Send completed form to [hiring@wnmu.edu](mailto: hiring@wnmu.edu).

Date of Request: _____ **Position Number:** _____

Funding Source – FOAP: _____ **New/Existing Position:** _____

Supervisor/Hiring Manager: _____

Supervisor/Hiring Manager Email: _____

Division/Department: _____

Type of Request

- Emergency/Temporary/Interim Appointment
- Return to Work/Specialized Expertise
- Grant Funded
- Internal Placement
- Spousal/Partner Hire
- Noncompetitive Appointment (Post-Interim Service) - Requires documented justification, including evidence of exceptional performance, a compelling institutional need, and alignment with the Noncompetitive Selection Policy.
- Other _____

Candidate Information

Candidate Name: _____

Contact Phone/Email: _____

Start Date: _____ **End Date:** _____

Total Duration: _____ **Extension: Y__N__ Duration:** _____

