**Faculty & University Staff Appointment Type Reasons**

One of the following reasons must be selected and communicated to HR as part of the request to fill a position without conducting a search.  In order to hire someone via an appointment type, please select from one of the following reasons and include the appointment type and corresponding information/justification in the notes section of the non-person profile in HCM.  Please also include a copy of the candidate’s resume with your submission.

|  |  |
| --- | --- |
| **Reason #** | **Appointment Type Reasons** |
| **1** | Qualified candidate is available from a previous search.  Job descriptions must be similar.  Must include previous search’s Job Posting/Requisition Number, proposed salary, and a copy of the candidate’s resume in your submission. |
| **2** | Promotional, transfer, or rehire of a current or former University of Colorado employee, affiliate employee or state employee.  Provide employee name, EID# (if CU employee), proposed salary, and a copy of the employee’s resume in your submission |

Enter the following information into the comments section of your NPP if you are making an appointment type request:

In comments field include:

• Type of appointment (1 or 2)

• Name of person you wish to appoint

• Job posting number and title if based on previous search

• Affiliate or State Agency Name

Appoint non-CU employee based on appointment type:

1– Appointment based on previous search

2– Appointment based on prior employment with CU, current or prior employment with Affiliate or other State Agency