Quick Guide for Submitting a Short-Term Casual Waiver Request in JAC

Instructions for Creating a Waiver:

1. Create a posting in Jobs @ Columbia (JAC), using either a template or previous posting.
2. The open date should be today’s date; be sure to check “Open Until Filled” box. (Note: If you do not check the “Open Until Filled” box, the system will automatic close the position after 48 hours.)
3. Request the appropriate documents to be submitted.
4. Delete all templates and posting specific questions.
5. Choose the posting status “Waiver – Short Term Casual Request” after the posting is created.
6. Email the Quick Link to the candidate. (Note: https:// must be in front of the Quick Link URL.)

Candidate:

1. Create a master application unless he/she has one in the system.
2. Attach the appropriate document(s) to the posting.
3. Email and/or call the department after the application process is completed.

Department Follow-up:

1. After candidate has applied, change the status for the candidate to “Finalist.” Complete the Hiring Proposal Tab. (Note: If the applicant completes the application process before the 48 hours, contact your respective HR Client Manager to close the position.)
2. Then submit it to Central HR by clicking “Short Term Casual/Waiver Only - Submitted to Central Administrator for Clearance of Finalist.”

Approvers (Central Administrators):

1. Receives system-generated email and reviews candidate.
2. If candidate is approved, changes posting status to “Finalist Cleared.” A system-generated email is sent to submitter. (Note: Names in the hiring contact box will receive the email.)
3. If candidate is not approved, enter reasons in the Note/History tab and change status to “Finalist is not cleared.” Note: System-generated email is sent to submitter. (Make the appropriate changes and send back to the appropriate approval.)
4. If the Waiver is denied, enter reasons in the Note/History tab and change status to “Waiver Request Denied.” Note: System-generated email is sent to submitter.

Final Steps (Follow-up for Department & HR Client Managers):

1. Department changes the candidate’s status to “Hired by Short Term Casual Waiver” and changes the posting’s status to “Short Term Casual Waiver Process Complete.” A system-generated email will be sent to the Central Administrator to check if the position number was entered and Finalist’s status was changed to Hired. Then change the waiver status to “Filled.”