

Texas Woman's University
Search and Selection Handbook
HIRING EXCEPTION FORM (HEF)

Candidate's Name: _____
Current Employer (or Former Employer): _____
Hiring Department: _____
Proposed Candidate Job Title/Position: _____

I understand that the above proposed candidate did not meet the minimum qualifications as outlined in the Posting/Job Description (JD) on file in the Human Resources Compensation Department or that the candidate was screened out under published selection criteria. Therefore, approval from your Divisional Vice President/Provost and the Senior Vice President of Human Resources and Chief Human Resource Officer is required prior to a job offer being extended. Please answer the following questions and obtain the divisional Vice President's signature before forwarding the document to Human Resources. You may attach additional response pages and supporting documentation such as published reports, articles, surveys, or anything provided to you by the candidate.

1. Please give (3) three detailed explanations regarding the education, skills and qualifications that you found either in the employment application or in the interview that led you to believe that this candidate will be able to perform the duties of the job at the same level as those applicants who met the minimum requirements:

2. Please outline and explain thoroughly how you plan to compensate and/or train for the deficiency gap(s) in the candidate's education and/or work experiences.

3. If the proposed candidate is hired, do you see a need to change and/or update the Job Description (JD) on file in Human Resources? If not, please explain:

Hiring Manager/Supervisor & Date

Dean of College & Date

Divisional VP/Provost & Date

___Approved
___Not Approved

Senior Vice President of Human
Resources and Chief Human Resource
Officer & Date

___Approved
___Not Approved

