

**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 "comments" section on page 1 of the non-person profile (job description) ePAR submission in HCM. Please also include a copy of the candidate's resume with your submission.

Reason #	Appointment Type Reasons
1	Appointment based on qualified candidate being available from a previous search within the past 12 months (1 year from the date the position was filled). Job descriptions must be similar. Provide candidate name, EEID# (if CU employee), requisition number, proposed salary, and a copy of the employee's resume in your submission.
2	<p>Appointment based on current or prior employment with CU or Affiliate (Children's, University Hospital, National Jewish, CU Medicine (Formerly UPI), VA Hospital, Denver Health). Qualified candidate must have left in good standing and be appointed within 1 year of termination date. Job descriptions must be similar. Provide employee name, EEID# (if CU employee), proposed salary, and a copy of the employee's resume in your submission.</p> <p>Student Worker appointment criteria - must have worked for any CU campus as a student for at least a semester (% of time does not matter), must meet all minimum qualifications for the position, the job must be related to the duties performed as a student worker, must have graduated.</p>

[See also: Campus Specific Guidelines document on the Human Resources website](#)