

How to Add a Waiver as a Sourcing Channel

This job aid explains how to select a sourcing channel specific to waivers. A sourcing channel for waivers will help identify waiver positions, in particular when an applicant(s) has received an “Invite to Apply”. Only HR Levels 3 and 4 can create sourcing channels. You should already be familiar with sourcing channels and posting jobs in TalentLink before you review this job aid.

1. Select the “Careers website” sourcing channel as you normally would
2. Fill out the rest. Add an **Opening date** and **Closing date** (waivers should always have a closing date). Remember to select **Blind requisition for waiver** so that the posting is not searchable

Please follow the appropriate posting requirements for the grade.
Closing Date: must be posted for a minimum of 5 business days for grades 13/105 and below and 14 calendar days for grades 14/10

Opening date: * Apr 13, 2021 at 00 AM Eastern Standard Time

Closing date (See reminder above): Apr 15, 2021 at 11:55 PM Eastern Standard Time

Include video: Yes No

Application form: * CU Application for Employment (Job -) Preview Customize for job

Blind requisition for waiver (hidden from career site) (only visible when searched for by job number)

3. Click **Save**. The Careers website should have been added as a sourcing channel
4. Click **Add sourcing channels** again

Add sourcing channels Show advanced options

Source	Opening date	Closing date (See reminder above)	Actions
Careers website	Apr 13, 2021, 9:00am	Apr 15, 2021, 11:55pm	

5. Click on the word **Waiver** (do not tick the box yet, only click on the word)

Careers website

Waiver

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Please follow the appropriate posting requirements for the grade.
Closing Date: must be posted

Opening date: *

6. The page will refresh with the waiver channel. Now tick the **Waiver** box, fill in the missing fields (**Opening date, Closing date, Application form and Categories**). Remember to also select **Blind requisition for waiver**.



The screenshot shows a job posting configuration interface. On the left sidebar, the 'Waiver' checkbox is selected. The main form contains the following fields:

- Opening date:** A date and time picker set to April 9, 2021, at 9:00 AM Eastern Standard Time.
- Closing date:** A date and time picker set to April 11, 2021, at 11:55 PM Eastern Standard Time.
- Posting Title:** A text field containing 'Manager, Strategic HR Initiatives'.
- Summary:** A text area with the placeholder text 'This is a short description of the job.'
- Design template:** A dropdown menu set to 'Default'.
- Text to appear in Job Ad:** A rich text editor containing a bulleted list of job details and a note: 'A strong internal candidate has been identified for this position, however, we are still accepting applications from other qualified candidates.'
- Include video:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Application form:** A dropdown menu set to 'Select', with 'Preview' and 'Customize for job' buttons.
- Blind requisition for waiver:** A checkbox that is currently unchecked.

On the right sidebar, there are sections for 'Locations' and 'Search categories'. The 'Manhattanville' location is selected. The 'Search categories' section has a note: 'Search categories (At least one option MUST be selected): *'.

7. Click **Save** when done and confirm the **Waiver** sourcing channel has been added

Add sourcing channels [Show advanced options](#)

Source	Opening date	Closing date (See reminder above)	Actions
Careers website  	Apr 13, 2021, 9:00am	Apr 15, 2021, 11:55pm	Actions
Waiver	Apr 13, 2021, 9:00am	Apr 15, 2021, 11:55pm	Actions