



# UNIVERSITY OF CONNECTICUT

## *OFFICE OF DIVERSITY & EQUITY*

### **Limited Search**

Limited searches are conducted to only draw applicants from the internal University population and must be approved by ODE before initialization. Positions filled through a limited search require a specific and unique knowledge, skills or experience that could only be gained through working at the University. These positions perform business operations, crisis management or health and safety functions that are critical.

The hiring department must submit documentation:

- affirming that the position requires these specific skills, knowledge or experience;
- affirming that the concept of on-the-job training is unreasonable (not inconvenient); **and**
- describing any other existing factors to strengthen the argument that a full search is irrational.