

## COVID-19 HIRING FREEZE

### *Process for Requesting Recruitment & Review for Critical Need*

For positions that are not yet posted for recruitment, seeking approval as a critical need:

1. After obtaining divisional approval, fill out the [\*Recruitment- Review for Critical Need Request\*](#) form demonstrating the critical need for position.
2. Form will automatically route to Human Resources (Talent Acquisition) and the position will be added to a spreadsheet for weekly review by the Executive Vice President and the Provost.
  - a. Submissions with divisional approval completed by Wednesday 5:00PM each week will be reviewed by the Provost by the following week.
  - b. Talent Acquisition will notify you of decision on the following Wednesday after submission.
  - c. Any requests received after 5:00PM Wednesday each week will be included in the following week review.
3. If position is 100% grant funded, Dean approval is sufficient to proceed with hiring.
4. If position is approved, proceed with staff hiring via DORR as normal.

For positions that are currently posted with active recruitment:

1. Review at the divisional leadership level for institutional critical need. *Talent Acquisition will disseminate the current postings by division and provide a report of current status to support this review. A spreadsheet will be provided with the applicable questions to answer demonstrating critical need for each position.*
2. Once current postings have been reviewed, those requiring Executive Vice President and Provost review, will be submitted following the same guidelines as #2 described above.
3. Grant funded positions can proceed with recruitment after obtaining Dean approval.
4. Obtain approval from the Executive Vice President and Provost to move forward with position recruitment.
  - a. For positions approved as meeting a critical need, Talent Acquisition to Repost position, and recruitment proceeds as normal.
  - b. For positions that do not meet a critical need, delay the hiring and communicate with all applicants accordingly. *Talent Acquisition can assist with communication.*
  - c. For positions that do not meet a critical need but are in final stages of hiring (references completed, offer extended, offer accepted) we will move forward, honor start date (or reconsider start date with new hire as appropriate).