

## COVID-19 HIRING FREEZE FAQ

### **What does a hiring freeze mean? Can I move forward with hiring for my vacant position?**

Dartmouth has implemented a temporary hiring freeze. All regular and temporary postings will be reviewed to determine critical need for the position before a position may be posted for recruitment. All positions currently posted and not filled, and any requests in process, will require review and approval by divisional leadership and the Executive Vice President and Provost's Office before any further recruitment or hiring actions may be taken.

### **What is considered a "critical" position?**

A critical position may differ by division. Divisional leadership will first determine if a position is critical or non-critical to be filled at this time while weighing many factors including current work arrangements, budget, and the necessity of the role to the department, the division and the institution.

### **Are grant-funded positions impacted?**

All positions, regardless of funding source, will be reviewed by divisional leadership for alignment with the critical needs of the division and the institution. In circumstances where positions are funded by a grant at 100%, it may be okay to proceed with hiring. Divisional leadership will determine which grant-funded roles are considered critical. Dean approval is needed to proceed with hiring for grant-funded positions. Email confirmation of Dean approval should be provided to Talent Acquisition as documentation.

### **What is the process for approving a critically needed position?**

All postings must have divisional leadership approval first, as well as approval from the EVP's and Provost's Office for recruitment activities to continue.

For positions that are actively posted, Talent Acquisition will prepare a spreadsheet for divisional leadership to review and update demonstrating critical need of positions they wish to move forward for further review by EVP and Provost. This spreadsheet will be submitted to Talent Acquisition who will then distribute to EVP and Provost for further review.

For positions not yet posted, divisional approval will need to be obtained and then the [Request for Recruitment – Review for Critical Need form](#) filled out. This will be automatically routed to Talent Acquisition and provided to EVP and Provost on a weekly basis for review.

### **I've had to postpone the hiring of a position; how do I communicate with candidates?**

Talent Acquisition is happy to assist with any communication to candidates. Templates have been created that we can provide should you feel it important to communicate directly to applicants and/or candidates.

**I have an offer out to a candidate for a non-critical position; what should I take into consideration when deciding to rescind the offer?**

If the position is non-critical, the offer should be rescinded. HR Talent Acquisition can provide template language to be used in rescinding the offer.

**I have extended an offer that has already been accepted by the candidate, and the person is scheduled to start soon. What should I take into consideration in deciding whether to revise the start date?**

Some considerations include:

- Availability of staff for new employee onboarding, training, and mentoring
- Complications in acclimating new staff during the pandemic
- Complexity of a new hire beginning their employment experience as a remote employee or with colleagues primarily working remote
- Inherent health concerns of a new employee having face-to-face contact during a pandemic where our own guidance is to curtail such contact
- Impact of changing the start date on the new hire
- Whether the position is determined to be critical or non-critical at this time; if non-critical discuss with your divisional leadership and HR before proceeding with the start date

**What if I was just about to make an offer?**

You will need to obtain divisional approval to move forward with any current recruitment, including extending any offers to already-interviewed candidates, with consideration of the same factors noted above.

**I have received divisional approval to move forward with review of a critically needed position. Now what?**

The next step would be to fill out the [Request for Recruitment – Review for Critical Need form](#) which will be submitted to Talent Acquisition and provided to EVP and Provost on a weekly basis for review.

Submission by Wednesday at 5:00PM will provide a decision by the following week.

**How will the work of the vacant position get done if I can't hire for it?**

The divisional analysis in reviewing whether a position can be filled at this time should include a review and consideration of how current work needs and priorities can be balanced among and across existing roles.

**My position was approved for hiring, do I need to review internal talent first?**

In keeping with Dartmouth's commitment to developing, retaining, and promoting the career development of its internal talent, we strongly encourage hiring departments to give serious consideration to all internal candidates in their applicant pools. Dartmouth currently is not restricting the review of external candidates for critical roles.

**Can I engage someone as an independent contractor during the temporary hiring freeze?**

Engagement of independent contractors during this period should follow the same approval process described above to determine critical need for the services as well as to ensure that we are not classifying service providers as independent contractors when the classification should be employment. Approval to engage an independent contractor must be obtained and reviewed by Procurement prior to services commencing. [Procurement](#) can provide guidance and answer questions about the process for engaging an independent contractor.

### **What types of positions need to be reviewed?**

All positions require review for criticality, excluding faculty positions. This includes temporary positions or extensions, full time, or part time staff positions (regular and term), positions intended to be filled by identified hires, grant-funded positions and/or positions using alternative funding sources.

### **I am not hiring, but would like to increase a current employee's FTE; does this need to be approved first?**

Yes, any change to a position that may impact budget will need to be reviewed first. When in doubt, submit a request.

### **How far in advance of my recruitment efforts should a request for review be made?**

Requests are being consolidated and provided to EVP and Provost each week on Friday. EVP and Provost provide decisions by the following Wednesday (with some exceptions). Please plan accordingly as off-cycle requests will not be available.

### **I need to hire multiple incumbents into the same position; should I submit one request or individually submit one for each?**

If your need to hire multiple incumbents into the same position and the employees are needed all at once, this can be a single submission, however, please indicate the number of incumbents you intend to hire.

If your need to hire multiple incumbents into the same position but these roles vary slightly or at all, individual submissions will be warranted to accurately reflect the current needs.

### **When should I enter the DORR action to begin the recruitment process?**

We recommend entering the DORR action after you have been informed that the position was approved. Please also provide info in the action relative to when the position was approved. This will support us in keeping accurate records.

### **How will I hear back about the requests I have submitted to be reviewed?**

The Talent Acquisition Consultant assigned to your division will inform you of the decisions provided by EVP and Provost on the same day they are received, following the week of submission.

### **How do I track the requests I have submitted?**

We recommend keeping record of your request submissions in an excel spreadsheet. If you need assistance with getting this started, please reach out to Talent Acquisition for assistance.