

Date: June 25, 2020

To: All PM Org Managers

From: Kristi Darr, Interim Vice President for University Human Resources

cc: UHR

Subject: Updated COVID-19 Implications for Recruitment

Iowa State University remains committed to prioritizing the health and safety of our students, faculty, staff and visitors. As the university adjusts its overall operations for the fall semester, it is important that employing units consider these updated guidelines related to recruitment.

Considering both the COVID-19 emergency and the resulting budgetary adjustments, we ask for your continued attention regarding recruiting and hiring decisions during the remainder of this calendar year.

New vacancies requested for posting will continue to require approval from the respective President/SVP (or delegate) through at least **Dec. 31, 2020**. These guidelines are effective for Faculty, P&S, Merit, Contract, Postdocs, Resident/Interns and Temporary/Emergency employees. Please continue to review any positions that have been put on hold due to the pandemic to determine future status.

For positions that have received approval to proceed, please exercise discretion on whether to conduct interviews virtually or in-person. These decisions will vary based on department needs and circumstances, but obviously the top priority in making these decisions should be based on each candidate's comfort level and preference for interviewing virtually or on campus. For any on-campus interviews, all related COVID-19 safety protocols outlined by the university must continue to be followed, including: not shaking hands, sitting at least six feet apart, ensuring that interview spaces are clean and hand sanitizer is readily available, etc. Please contact your Staff Recruiting Specialist or Human Resources Coordinator if you need more guidance.

Also, please make sure you have plans in place to properly welcome and onboard any new hires during this time of transition. University orientation sessions can now be found online at: <https://www.hr.iastate.edu/careers/new-employee/university-orientation>

Thank you again for your patience and understanding as we continue to work together to support the university during these unprecedented and changing times.