

Date: April 28, 2020  
To: Supervisors  
From: Kristi Darr, Interim Vice President for University Human Resources  
Subject: Updates to Recruiting/Hiring Guidance and University Travel

Before passing along a couple of updates regarding recruiting/hiring and university travel, I'd like to take this opportunity to thank all of you for your patience, cooperation and attention to the many details and changes that you are dealing with as a result of the COVID-19 situation. As a supervisor, you always play a critical role in how the university operates, but during this crisis you are especially important in helping us maintain our operations and keeping the lines of communication open with our students, faculty and staff. I appreciate your commitment and dedication to Iowa State and the terrific work that you're doing in this challenging environment.

#### **Update on Recruitment and Hiring**

Because of the ongoing COVID-19 emergency, the timelines that were included in [last month's communication](#) regarding impacts to recruiting and hiring have been **extended to June 30** by ISU senior leadership. This date could be extended again if necessary based on how the COVID-19 situation develops.

Considering both the COVID-19 emergency and the resulting budgetary restrictions outlined in [President Wintersteen's memo](#) last week, we ask for your heightened attention regarding recruiting and hiring decisions during these unprecedented times. Please continue review your vacancies, current postings, and any offers with future start dates and work with your HR Delivery team to determine if any changes are necessary or should be made as a result.

As stated in the memo on March 24, in terms of new vacancies, any noncritical position postings should be postponed (through June 30) and new vacancies requested for posting for critical need positions require approval from the respective President/SVP (or delegate). Similarly, offering a hire date that falls prior to June 30 is discouraged; however, if you feel an offer and hire date for a critical need position during this timeframe is essential, respective President/SVP (or delegate) approval is required.

Additional details regarding postings, interviews and offer/hire dates are included in the [March 24 memo](#). If you have any questions, please contact [employment@iastate.edu](mailto:employment@iastate.edu).

#### **Clarification on University Travel Policy**

The university last week posted an [update/clarification regarding its travel policy](#) during the COVID-19 crisis. Please review the document for details on international and domestic business travel, as well as

personal travel guidelines and guidance regarding university-sponsored visits of individuals to campus.

Again, thank you for your patience and consideration as we continue to work together to support the university.