Iowa State University remains committed to prioritizing the health and safety of our students, faculty, and staff in our response to the COVID-19 outbreak. While the university adjusts its operations to be responsive to COVID-19, we want to provide guidance to Hiring Managers to support them in decision making. Hiring Managers are responsible for determining how best to proceed.

The following outline addresses various stages of the recruiting process and is meant to provide guidance. University Human Resources is available to consult with Hiring Managers.

- **Applicants**
  - In development: An announcement will be posted on the ISU applicant webpage notifying new applicants that the application review and interview process may be delayed based on the university’s response to COVID-19.
  - Please work with your Staff Recruiting Specialist (staff searches) HR Coordinator (Faculty searches), or Search Committee Chair if you would like individual communications sent to candidates.
  - University Human Resources will work with the appropriate parties to create and disseminate communications.

- **Job Postings**
  - Strongly consider the business need and timeline for any new postings.
    - Consider whether or not the position is required immediately, or if it can be postponed.
    - Consider waiting to post new opportunities until mid-April if they are not mission-critical positions.
    - Consult your HR Partner if you need assistance in determining which positions are mission-critical, or if you need help developing a workforce contingency plan within your area.
  - Consider extending any current job postings through mid-April. Notify your Staff Recruiting Specialist or HR Coordinator (Faculty searches) to help facilitate this process.

- **Interviews**
  - Consider phone/virtual interviews utilizing WebEx Video Services if possible. We need to make sure that we handle all candidates in the same search consistently with regard to interview opportunities and formats.
  - If you need assistance with Webex, contact your IT department or the IT Solutions Center at 515-294-4000.
  - Consider postponing scheduled interview dates. The Staff Recruiting Specialists (staff searches) and HR Coordinators (Faculty searches) can help notify candidates of any changes to interview schedules or interview formats.

- **Developing Offers**
  - Consider employee start dates that align with the resumption of on-campus classes.
  - Consider the possibility that other agencies may be experiencing operational delays as a result of the COVID-19 outbreak. This could cause delays in our hiring processes, such as background check completions, which could result in the need to reassess start dates.
• **New Hires**
  Although the university remains open, if you have concerns about employees who are starting their employment during the university’s online instruction period, you may consider various options:
  o Consider having conversations with candidates who have accepted offers regarding the option of delaying start dates should they request or desire that option.
  o If a delay is requested, we need to honor our commitment and work with new hires through the onboarding process. New offer letters may need to be generated as adjustments are made.
  o Take steps to ensure that equipment and other necessary resources are available on their start date.

• **Student Hiring**
  o Student employment can continue during the university’s online instruction period.
  o Hiring managers should consider work availability and staffing needs before hiring students.
  o Any student employment needs that can be delayed until the resumption of on-campus instruction should be considered.
  o Students may still not exceed 20 hours per week during this online instruction period.

• **Form I-9— the following guidance applies to all hires at Iowa State University**
  o A completed Form I-9 is required prior to starting work to be in compliance with federal employment regulations.
  o The UHR Service Center remains open. All Form I-9 steps must be completed within three business days of an employee’s start date.
  o If an employee has special circumstances or cannot provide the required documents within three business days, they should call the HR Service Center at 515-294-4800 to make alternative arrangements.