

Date: March 24, 2020
To: All PM Org Managers
From: Kristi Darr, Interim Vice President for University Human Resources
cc: UHR
Subject: 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 to be responsive to the COVID-19 emergency, it is important that employing units adhere to new guidelines related to recruitment.

Employing units should reevaluate their hiring needs at this time. As a result, some recruitment processes, such as postings for noncritical positions, should be suspended. Units may proceed with recruitment for positions deemed critical, upon the respective President/SVP (or delegate) review and approval. Examples of critical needs are those positions required for the day-to-day essential functions of the university.

The following guidelines are effective immediately for these employee types: Faculty, P&S, Merit, Contract, Postdocs, Resident/Interns and Temporary/Emergency.

New Vacancies

- Any noncritical position postings should be postponed through the remainder of the spring semester.
- *New vacancies requested for posting for critical need positions will require approval from the respective President/SVP (or delegate) through the remainder of the spring semester.*

Current Postings

- Employing units should strongly consider whether the recruitment should proceed or be postponed. Consult with your HR Delivery team if you need assistance in determining whether the search should be extended, or if you need assistance developing a workforce contingency plan within your area. *If there are plans to continue active recruitment for critical need positions, approval from the respective President/SVP (or delegate) must be obtained.*
- It is strongly recommended that units extend any current job posting end dates through the end of the spring semester. Notify your Staff Recruiting Specialist (non-Faculty) or HR Coordinator (Faculty) to help facilitate this process.
- Consider closing the current posting and reposting at a later date (ideally after the end of the spring semester).
- Staff Recruiting Specialists (non-Faculty) and HR Coordinators (Faculty) will be contacting hiring managers regarding current openings to determine/discuss current status and future plans/options.

Interviews

President Wintersteen's recent guidance includes the following, which may impact the interview process: *All university meetings for the remainder of the spring semester must be moved online.*

Accordingly, all university-related non-essential domestic travel is prohibited until further notice, effective immediately. Travel exception requests must demonstrate that the travel is essential to the operation of Iowa State University; that no alternative method of convening is possible; and that the health and safety of Iowa State employees will be appropriately managed.

Given this Presidential guidance, the related interview guidelines include:

- Units shall delay in-person interviews for current postings through the end of the spring semester. Staff Recruiting Specialists (non-Faculty) and HR Coordinators (Faculty) can help notify candidates of any changes to interview schedules or interview formats. *If you feel in-person interviews are required for critical need positions, approval from the respective President/SVP (or delegate) must be obtained.*
- In lieu of in-person interviews, conduct phone/virtual interviews utilizing Webex video services. You can find help with Webex [here](#).
 - **NOTE:** Virtual interviewing does not degrade the interview experience, as hiring managers do not lose the human connection via video; it is still possible to assess the facial expressions and level of engagement when speaking virtually to candidates.
 - **NOTE:** Regardless of the interview forum, maintaining consistent interview procedures remains critical. Per our usual guidance, it is essential that each finalist have the same interview experience.
- If you are in a situation where you have begun face-to-face interviews, contact your Staff Recruiting Specialist (non-Faculty) or HR Coordinator (Faculty) for recommendations on how to proceed.
- Prioritize interview dates based on required start dates.

Offers and Hire Dates

- Offering a hire date that falls prior to the end of the spring semester 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.*
- Expect delays related to the offer process.
- Work with Staff Recruiting Specialists (non-Faculty) or HR Coordinators (Faculty) if you need to delay or extend an offer currently in progress.

New Hires

Although the university remains open, if you have an offer already accepted and the new employee is starting employment prior to the end of the spring semester, you may consider various options:

- Consider having conversations with new hires about delaying the start date should they request or desire that option.
- 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.
- Take steps to ensure that equipment and other necessary resources are available on their start date.
- Department of Homeland Security has issued emergency guidance for completing the Form I-9. Completion of the Form I-9 process is still required. UHR will issue more specific procedures this week for remote verification and processing.

Additional guidance regarding Undergraduate Student Employment and Graduate Assistantships follows. If the student hiring need is considered critical, managers should work closely with department leadership to consider whether the hire/appointment should proceed.

Undergraduate Student Hiring

- All noncritical student hiring should be delayed until after the end of the spring semester.
- Hiring managers should consider work availability and staffing needs before hiring students.

Graduate Assistants

Graduate Assistant (GA) appointment offers for summer are allowed and, per Graduate College guidance, the full stipend must be paid for the term of the appointment even if the GA activity needs may change. Supervisors of GAs should monitor updates on how changes due to COVID-19 might impact the activities of GAs. For example, the activities of teaching assistants might be affected by all-virtual instruction through at least the first summer session (<https://web.iastate.edu/safety/updates/covid19>), and the contributions of research assistants might be affected by guidance from the Vice President for Research (<https://www.research.iastate.edu/covid-19-research/>). Please remember that GAs may be appointed on one-, two- or three-month terms in the summer, which provides flexibility to supervisors concerned about the possible impacts of COVID-19.

Thank you for your patience and understanding as we continue to work together to support the university during these unprecedented times. If you have any questions, please contact employment@iastate.edu.