

Recruitment Tips during Covid-19 Hiring Freeze

Overview of Recruitments during COVID-19 Hiring Freeze

On April 1, 2020, President Kirk Schulz **announced** a university-wide hiring freeze. This is an evolving situation due to COVID-19. HRS will continue to support recruitment efforts systems-wide for mission critical positions approved via the appropriate Interim Provost/Vice President/Chancellor for the reporting area in accordance with the with the **COVID-19 Hiring Freeze**.

Hiring Managers should work with their department leadership to determine if any changes should be made to active recruitments in accordance with the **COVID-19 Hiring Freeze**.

Hiring Managers and Search Chairs must incorporate social distancing strategies into the recruitment process, including search committee meetings and interviewing. Please refer to the **Hiring Manager FAQ's** or contact your department's **HR Service Team** for more recruitment guidance or strategies.

Sample Applicant Email for Cancelled Positions

If a recruitment will be cancelled due to the COVID-19 circumstances, **linked** is a sample email. If the search committee has interviewed candidates HRS recommend contacting those candidates via phone to notify them of the changes.

If you are cancelling a search which has not officially closed and/or applicants have not yet been released, contact your department's **HR Service Team** for guidance on notification processes.

Best practices for interviewing during the COVID-19 outbreak

If the position is mission critical and you received the appropriate approvals your area hiring managers must follow **CDC** and the **Washington State Department of Health** (DOH) guidance regarding social distancing.

This includes adapting recruitment processes to include Zoom or teleconference interviews. If in-person interviews cannot be replaced with Zoom or teleconference interviews, follow the **CDC** and **DOH** advice for social distancing:

- Don't shake hands
- Sit 6-feet apart
- Clean all interview spaces before and after the interview
- Ensure disinfecting wipes, tissue and hand sanitizer readily available.

Please contact your department's **HR Service Team** if you need more guidance.

Things to consider when hiring a new employee during the COVID-19 outbreak

Start Date: Work with the applicant and supervisor to determine a feasible start date. If hiring an external candidate, consider the coordination of completing necessary new-employee paperwork and what tasks (if any) can be assigned if working in an alternate location before determining the best start date.

Work Location: WSU is actively evaluating options to address the challenges presented by COVID-19 in order for the University to meet business needs in a safe and effective manner. WSU is strongly encouraging managers and supervisors to collaborate with their employees to work from home or another remote location. However, certain positions may require on campus work.

Onboarding: Consider start date, completing new hire paperwork and what tasks would be assigned for the next several weeks. Onboarding schedules may take more time and look different from a remote standpoint vs what the traditional onboarding process might have been in the past.

New Employee Orientation: Encourage new employees to register for the next available NEO via Zoom if able. Visit the [New Employee Orientation](#) page for more information.

Employee Benefits: Refer the new employee to [HRS Benefits](#) regarding when eligible for WSU benefits and how to maintain WSU Benefits. Ensure HRS receives final offer letters and PERMS actions are submitted timely to ensure HRS Benefits Services provides your new employee with appropriate benefit options and information. Forms must be completed and returned to HRS by the due date to receive preferred coverage; outside of the due date period, certain rights and options may be lost.

Due dates and links to additional information on the benefits offered through WSU can be found on the [HRS Benefits](#) page.

Ensuring a new hire's I-9 is properly processed during COVID-19.

The I-9 requires that new hires have their employment eligibility documents inspected in-person so a visit to campus by your department's I-9 coordinator and the new employee is required. Please contact HRS at 509-335-4521 or email hrrs@wsu.edu on issues related to the I-9 policy. HRS will assist in identifying solutions which may include alternative I-9 coordinators, off campus locations and/or paper I-9.

This document is not intended to be all-encompassing and should not be considered to be providing medical or legal advice. In all instances, you should consult with a relevant expert for guidance specific to your circumstances.