**Temporary Recruitment Guidelines During COVID-19**

4/1/2020

The majority of current [recruitment steps](http://www.ubalt.edu/about-ub/offices-and-services/human-resources/recruiting-employment/recruit_position.cfm) are still in place during this period of online education and remote work.

**Steps 1-3** (remain the same):

* Hiring exception approval from the President remains a requirement for regular faculty and staff positions and C2 staff positions, unless the positions are 100% grant or externally funded.
* Information still required **prior** to a Hiring Manager submitting a job opening request in PeopleSoft include:
	+ Current position description
	+ Approved position number
	+ Approved funding and leadership approval
	+ Approved hiring range salary
* The recruiter continues to validate required information and approvals during these steps.

**Step 4** (**modified**):

* The Recruiter continues to post vacancy announcements, screen and route applications for regular and Contingent II staff positions, and route unscreened applications for faculty and Contingent I staff positions.
* Due to the current COVID-19 related events, in person interviews will not be held at this time. Hiring Managers/Selection Committees are encouraged to use a web-based meeting application such as ZOOM or Skype to complete interviews.

**Step 5** (remains the same):

* The Hiring Manager continues to conducts reference checks.
* The Hiring team continues to complete interview evaluations.
* The Hiring Manager continues to discuss final salary and job offer details with the Recruiter.
	+ For non-faculty hires, the Recruiter contacts the finalist with a verbal job offer.
	+ For faculty hires only, the Provost Office and/or delegate contacts the finalist with a verbal appointment offer.

**Step 6** (**modified**):

* The Recruiter continues to work with the Hiring Manager on the offer letter and start date for the selected candidate.
* The start date is determined based on the following considerations:
	+ Is the selected candidate a new hire or an existing employee at UB?
	+ Can the work be done remotely?
	+ Can the candidate obtain equipment, resources and tools needed for the position while the campus is temporarily closed?
	+ Can the department effectively onboard a new employee remotely?
	+ Is the position critical to start to support distance learning or critical business operations?

**Need Help Recruiting a Position?**

Recruitment questions, contact Patrice Mason at pmason@ubalt.edu

Compensation questions, contact Erin Gleeson at egleeson@ubalt.edu

Position management questions contact Teresa Callison at tcallison@ubalt.edu