

DELAYED HIRING FREQUENTLY ASKED QUESTIONS

1. When does the hiring delay go into effect?

Delayed hiring for positions funded from unrestricted dollars is in effect for positions open as of Thursday April 16, 2020 or that become vacant before December 2020. A list of affected positions has been provided to your Vice President or Dean.

2. How long will hiring delay last?

The hiring delay will last at least through December 2020.

3. What positions are included in the hiring delay?

Delayed hiring applies to full and part-time faculty, staff, temporaries, consultants, and independent contractors. Existing temporary positions will not be extended once the current commitment has been met. Positions funded from unrestricted resources (fund 10 or 12) are included in the hiring delay. Grant or restricted-fund positions are **not** impacted by delayed hiring.

4. I have an open position funded from unrestricted sources that I need to fill. What are my options?

This may present challenges, but hiring funded from unrestricted dollars must be delayed in order to meet financial needs of the University.

5. What will happen to currently posted positions or those already in the hiring process?

The delay in hiring also applies to currently posted positions funded from unrestricted sources. If a department has identified a recommended candidate and the background check is in progress, the department *may* continue with the hiring process. **We strongly encourage delaying the start date where possible.**

6. What will happen to positions where an offer has been extended or accepted or background checks are underway?

Job offers extended or accepted as of April 16 will be honored. If a department has identified a recommended candidate and the background check is in progress, the department may continue with the hiring process, however ***we strongly encourage delaying the start date when possible.*** If a candidate declines a job offer, the position will be deferred until December 2020.

7. What about applicants who have applied for my job opening? They are good candidates and I don't want to lose touch with them.

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The applicants who applied to your opening will remain in the Taleo recruiting system, attached to your requisition. HR business partners will work with their respective business units and will communicate the circumstances of the hiring delay to candidates in the various stages of the hiring process.

8. I have a critical hiring need. Do I have any options?

The delay in hiring applies to positions currently posted, vacant positions and any new FY 21 positions funded from unrestricted resources. The hiring delay also applies to SMU and Kelly Services temporary employees, outside consultants and Independent Contractors (ICD). These hiring options are not to be used to fill vacant staff positions.

9. If my employee resigns, will I be able to hire for the vacant position?

Staff positions funded from unrestricted resources (fund 10 or 12) that become vacant between now and December will also be included in the hiring delay, allowing the University to reduce expenses through attrition.

10. Can I fill my vacant position with a temporary employee during delayed hiring?

Departments cannot hire a temporary employee, independent contractor or consultant to fill vacant positions during delayed hiring. No current temporary assignments will be renewed once they expire.

11. Can I do an “internal only” posting and hire from existing SMU staff? Can I transfer a current employee within the department to a vacant position?

A vacant position supported by unrestricted funds (fund 10 or 12), cannot be filled through an “internal only” posting. A current SMU employee cannot be transferred to the vacant position.

Grant-funded positions are eligible for “internal only” posting and transfer of a current employee.

12. My staff is already stretched and will have difficulty absorbing the work that would have been done by a new hire. How do we meet the workload?

It is important that you and your staff review the work and processes in your area to determine urgency so that you may prioritize tasks and determine any shifts that may be needed to individual or departmental workload.

13. I just submitted to HR a job description for a position, and the requisition is in approval. Must I re-submit the description at the end of the hiring delay?

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Your submitted job description and requisition will be kept by HR in a “HOLD” status. Once delayed hiring is over, you and your HR business partner should discuss whether the position is still needed, and if so, whether the description needs revision.

14. How is faculty hiring being impacted by this process?

The hiring delay applies to faculty positions funded by unrestricted dollars, as well, and will be administered under the supervision of the deans.