Updated Hiring Process Information
As the University has currently suspended hiring, Human Resources has outlined the process for hiring exemptions. If a department is attempting to hire a new employee, there may be several scenarios that are preventing the hiring from proceeding; following are some examples departments may be experiencing and how to complete the hiring process.

1. Department is requesting to reopen held, posted requisition.
   **Please fill out this Qualtrics form, providing the following information:**
   - Attach approved freeze form
   - Requisition number
   - Explanation of why this position is mission critical during the hiring freeze
   - Funding source: central or external (grant or contract)
   - What the department has been doing without this position to meet the needs of the department

2. Department has an approved freeze form and position description, but no listing was posted.
   **Please fill out this Qualtrics form, providing the following information:**
   - Attach approved freeze form
   - Explanation of why this position is mission critical during the hiring freeze
   - Funding source: central or external (grant or contract)
   - What the department has been doing without this position to meet the needs of the department

3. Department has a position they feel is mission critical but have neither an approved freeze form nor an approved position description.
   - Submit freeze form for approval
   - Enter position description (if needed)

   **After freeze form and position description are approved, please fill out this**
Qualtrics form providing the following information:

- Attach approved freeze form
- Explain why this position is mission critical during the hiring freeze
- Funding source: central or external (grant or contract)
- What the department has been doing without this position to meet the needs of department

Moving forward, all requisitions will require an attached, approved freeze form. All requisitions will also need the approval to hire email from Lori Granec attached to them. This process will continue until the hiring freeze is lifted.

As provided by university policy, Human Resources has approved the distribution of this mass email. Approval of this email for distribution does not imply any position of the university.