



# HUMAN RESOURCES

*The* UNIVERSITY of OKLAHOMA  
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March 12, 2020

To: All Hiring Managers

From: OU Human Resources

As you are aware, the University and Interim President Harroz have recently issued guidance regarding travel to and from affected countries included in CDC guidelines. For candidates selected for interviews, please follow these steps:

Prior to inviting a candidate on campus for an in-person interview, all hiring managers must read the following statement and record the candidates' responses. **It is very important that you only ask these questions to candidates you have decided to interview.**

### **Regarding the Coronavirus:**

In response to the public health threat of the Coronavirus (COVID-19), the University of Oklahoma Health System is working to protect our patients, visitors, and staff and to reduce the spread and impact of this virus. In partnership with our Employee Health Department, and consistent with public health guidance, one of the steps we are taking is to screen known visitors to our campus for potential exposure to the virus prior to the onsite visit, but your invitation for an interview will not be revoked.

Please know that an affirmative response will NOT impact your application in any way. In the event of a "Yes" response, we may choose to conduct a phone, Skype, or Zoom interview instead of an on-campus visit.

*Are any of the following situations applicable to you?*

- You have traveled to mainland China/Hong Kong, Iran, Japan, South Korea or Europe, with the exception of Great Britain, in the past fourteen (14) days. *(Please circle: Yes/No)*
- You have been in close contact with a person who has been to mainland China/Hong Kong, Iran, Japan, South Korea or Europe, with the exception of Great Britain, in the past 14 days or who has been placed under investigation, or confirmed to have the Coronavirus. *(Please circle: Yes/No)*

- You currently have fever and symptoms of lower respiratory illness (such as cough or difficulty breathing), sore throat, or runny nose. (*Please circle: Yes/No*)

Assure candidates that an affirmative answer of any of these questions will not reduce their opportunity to be interviewed or selected for a position. Phone, Skype, Zoom, or other types of interviews are acceptable alternatives to face-to-face interviews in cases of affirmative responses.

Once you have completed this questionnaire, keep it with your other applicant documentation. As a reminder, all applicant information is considered confidential and must be kept on file, in your department, for two years.

[You can find a template of the interview questionnaire and other COVID-19 information here.](#)

If you have any questions, please call Human Resources at (405) 325-1826 in Norman; (405) 271-2180 in Oklahoma City HSC; or Tulsa at (918) 660-3197.

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