



MEMORANDUM

To: Executive, Deans and other Senior Academic Leaders, Academic Heads,  
Directors and Managers, and Senior Professional Leaders (Vancouver and Okanagan)

From: Marcia Buchholz, Interim Vice-President, Human Resources

Date: April 3, 2020

Subject: COVID-19 – faculty and staff recruitment processes

---

**COVID-19 – faculty and staff recruitment processes**

In addition to introducing Remote Working Arrangements, the university is adjusting its recruitment processes as part of our COVID-19 response. Below is the updated approach for various phases of the recruitment lifecycle.

**Job searches and recruitment (pre-offer of employment)**

Given the current circumstances, departments should carefully consider whether to begin job searches or post new positions. **Approval from the Administrative Head of Unit must be obtained for all new searches or new job postings.**

If the recruitment process is already underway but an offer of employment has **not** been made, departments must consider whether the position is still required, and if so, how it can be performed remotely.

If the impact of the COVID-19 outbreak on a new position is clear, cancelling a job posting or recruitment process (temporarily or indefinitely) is the most appropriate response. In other situations, departments may need to delay or temporarily suspend recruitment processes that are underway. Regardless of the approach, current applicants should be advised of the status of their applications, and the process.

**Recruitment – when an offer has been made**

If departments have made an offer, but it has not been accepted, the offer should be revoked if there is certainty that the position will be affected by the COVID-19 outbreak. Please contact your HR Advisor/Manager or Senior Faculty Relations Manager for guidance on how to address this situation.

In some limited cases, departments may revoke an offer of employment and re-issue a conditional offer of employment. In these cases, please contact your HR Advisor/Manager or Senior Faculty Relations Manager to assist with appropriate language.

In the case of an accepted offer, departments must consider whether the position is still needed, how the position can be done remotely and whether there are travel restrictions that impact the role. Departments must also determine how to onboard candidates remotely, including candidates who are not able to travel to British Columbia in light of current travel restrictions.



The ability for departments to revoke an offer or delay a starting date requires careful consideration and will depend on the employee group, offer letter, and other circumstances. Please contact your HR Advisor/Manager or Senior Faculty Relations Manager for guidance on how to address these situations.

### **New offers of employment**

New offers of employment should only be considered in very limited situations. If contemplating a new offer of employment, departments must ensure that the position would likely not be affected by the COVID-19 outbreak. Making a conditional offer of employment is strongly recommended. Please contact your HR Advisor/Manager or Senior Faculty Relations Manager to assist with appropriate language.

Given the evolving nature of the situation, we will inform you if there are further changes to recruitment processes. Thank you for your support as we implement these revised approaches to recruitment.