



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

Hiring Freeze: Frequently Asked Questions

1. When will the hiring freeze begin?

The hiring freeze went into effect March 18, 2020.

2. When will the hiring freeze end?

The hiring freeze is in effect until further notice.

3. What positions are affected by the hiring freeze?

Faculty, Staff, and OPS positions are affected, with the exception of 9-month faculty, Graduate Assistants and Postdoctoral Scholars.

4. Are Federal Work Study and Intern appointments included in the hiring freeze?

Yes. Federal Work Study and paid Intern appointments are considered OPS appointments and therefore are included in the hiring freeze.

5. Does the hiring freeze affect Graduate Assistants and Postdoctoral Scholars?

Graduate Assistants and Postdoctoral hires are exempt from the hiring freeze. However, new hires for Fall 2020 will require language to be added to the appointment letters stating that the offer and start date are contingent upon the University resuming normal operations by the expected start date in the Fall.

- This language will not be required for Graduate Assistants or Postdoctoral Scholars who have accepted offers prior to March 18, 2020.
- Any pending and future offers must include this language in the offer/appointment letters.

6. Why is there a hiring freeze?

The hiring freeze is being implemented in response to the continuously changing circumstances involving COVID-19. Our main focus as a campus community is to mitigate the potential spread of COVID-19 Coronavirus as the University remains open and operational.

7. Does the hiring freeze include searches that are currently underway?

Yes. Current searches in which an offer has not yet been extended are also included in the hiring freeze. Departments should contact applicants to inform them of the freeze. If an OMNI-HR job offer was submitted prior to Wednesday, March 18, 2020, that commitment should be honored.

8. Are there any exceptions to the hiring freeze?

In the event there is a unique circumstance in which an exception is warranted to fill a critical position, the appropriate approval process must be followed. Reasons for exception may include positions critical to:

- Campus and personal health and safety
- Compliance with federal, state, and local laws and regulations
- Delivery of essential University services
- Courses necessary for timely graduation
- Advancement of the academic mission

9. How does my department request an exception based on a critical need?

To request an exception, the department must complete the [Hiring Exception Form](#) and submit through [DocuSign](#) to Renisha Gibbs, Associate Vice President for Human Resources, for review and consideration. Then, add Amy Espinosa (amy.espinosa@fsu.edu) as the last recipient with action "receives a copy". Ensure the Approved/Denied checkboxes on the form are enabled in DocuSign. The form will document why the position is viewed as critical to proceed with advertisement/hire. The request will be reviewed, and if approved, the search would follow the University's normal recruitment process.

10. What will happen to positions that are currently being advertised?

All impacted job openings were removed from the FSU Jobs website as of Wednesday, March 18, 2020.

11. Do you have sample language I can use to communicate the hiring freeze to my pool of candidates?

Sample Language: *"Given the unprecedented nature of the COVID-19 Coronavirus situation, the search for (Insert Job ID, Title) is temporarily on hold due to a hiring freeze. The University is working diligently to maintain daily operations while still ensuring the safety of the campus community in light of the ever-evolving situation. Please continue to check the FSU Jobs website (www.jobs.fsu.edu) for updates and any available positions. We appreciate your patience with this dynamic situation."*

12. Does the hiring freeze restrict funding extensions, job code changes or reappointments?

No, funding extensions, reappointments, or job code changes for current employees are not impacted.

13. What if I have additional questions?

Contact Amy Espinosa at (850)644-4286 amy.espinosa@fsu.edu

or Shelley McLaughlin at (850) 644-7935 or sscopoli@fsu.edu

Last updated 7/17/2020