Covid-19 (coronavirus) – information and guidance on recruiting staff, interviews and appointments

As the situation regarding the coronavirus outbreak continues to develop, we are taking steps to ensure the safety of our job applicants, staff and students. This guidance was updated on 11 September and further updates will be issued as required.

**New Recruitment Exercises**

New appointments will be limited across the University eg to maintain core services or where grant funding dictates the start and end dates of the post.

**Current Recruitment Exercises**

If you feel that this vacancy is critical to maintain business activity, then you should consider how you will remotely train, allocate work and support the new member of staff and have these measures in place before they begin work at the University.

**Interviews**

The University will not be holding face to face interviews for the foreseeable future and will instead be holding remote-only interviews to minimise the number of visitors to the University. This includes interviews for posts which will now be working on campus.

It is recommended that MS Teams is used for interviews. Instructions are available from the recruitment webpage (https://www.st-andrews.ac.uk/hr/recruitment/) and support is also available from ITS. Please note that Zoom meetings are not supported by ITS.

Please update the recruitment team as soon as possible if you wish to postpone your recruitment exercise until candidates can attend in person, bearing in mind that it may be difficult to find overnight accommodation for candidates due to ongoing limitations on hotels and guesthouses.

**Appointment Start Date**

A formal start date should only be offered where an individual can undertake the work, either remotely or in person. This excludes working overseas, where advice from your HR Business Partner (https://www.st-andrews.ac.uk/hr/businesspartner/) must be sought due to statutory obligations in the host country. If current restrictions mean that it is not possible to undertake the role, then a delayed start date should be provided to vacancies@st-andrews.ac.uk as soon as possible.

If there are any visa requirements, please contact hr.immigration@st-andrews.ac.uk to discuss.

Before an offer is made, please also consult the Scottish Government’s advice on travelling to Scotland from outside the UK (https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/) as there may be a requirement for employees to self-isolate for a short period before being able to come into the workplace. Further information on how this should be managed can be found in our self-isolation FAQs (https://www.st-andrews.ac.uk/media/human-resources/recruitment/Self-isolation%20for%20New%20Starts%20FAQs.pdf).
Workforce Planning Group

Workforce Planning meetings have resumed (see https://www.st-andrews.ac.uk/hr/workforceplanninggroup/ for meeting dates).

Grading reviews continue to be frozen unless there are exceptional circumstances and should not be submitted to the group until such time as the process has been reopened.

Human Resources 11 September 2020