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 14 July and further updates will be issued as required.

New Recruitment Exercises
New appointments will be largely suspended across the University, except in the most pressing cases 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 for those positions which are essential to deliver the University’s core business. This includes candidates who had already received an invite to interview prior to lockdown.

It is recommended that 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.

If you feel that a remote interview is not appropriate or possible, then the interview should be postponed until such time as candidates are free to travel, your workplace has reopened and in accordance with University guidance on safe working (https://www.st-andrews.ac.uk/coronavirus/staff/#d.en.102230). Please update the recruitment team as soon as possible if you wish to postpone your recruitment exercise, bearing in mind that it may be difficult to find overnight accommodation for candidates due to 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. 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 hrimmigration@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) but will only consider urgent requests.
Grading reviews have been 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 14 July 2020