

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 25 January 2021 and further updates will be issued as required.

Recruitment Exercises

If you feel that your vacancy is critical to maintain business activity, then you should continue to 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.

If the post is critical to the running of the University (eg housekeeping, catering, security posts) or includes lab work which must be campus based, then appropriate health and safety measures should be implemented.

You may wish to consider delaying your advertising/start date until such time as the campus fully reopens (if funding restrictions allow and home working is not possible).

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. If you require to run a lab or technical/trades skills test as part of the selection process and which cannot be undertaken remotely, please contact vacancies@st-andrews.ac.uk for advice.

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 hirmigration@st-andrews.ac.uk to discuss.

Before an offer is made, please also consult the Scottish Government's advice on travelling to Scotland (<https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/>) as the rules around travel, quarantine periods and Covid testing change regularly. Further information on how quarantining 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>).

The University will reimburse staff who are required to take a mandatory Covid test prior to travelling to Scotland to begin work.

Further information on all Covid related staff matters can be found at <https://www.st-andrews.ac.uk/coronavirus/staff/> and incoming staff have access to these pages before their University email account has been set up.

Workforce Planning Group

Workforce Planning meeting dates can be found at <https://www.st-andrews.ac.uk/hr/workforceplanninggroup/>

The grading review process for professional services staff has now reopened and applications can be submitted to any Workforce Planning meeting.

Human Resources 25 January 2021

