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 is issued as of 20th March 2020 and is subject to change. Updates will be issues as required.

Current Recruitment Exercises

If you have a live advert for a post or have recently closed an advert but not yet invited candidates to interview, you should consider whether filling this vacancy could be postponed until the University is functioning as normal.

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

Interviews

Given the current uncertainty regarding international travel, candidates from abroad should not travel to the UK for job interviews until further notice.

Following UK government advice, travel within the UK is also strongly discouraged unless it is absolutely necessary.

Therefore, 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 have already received an invite to interview as well as those recruitment exercises which have not yet reached this stage but will shortly do so.

Instructions on setting up remote interviews will shortly be available but meantime online guidance on Teams Meetings is available from ITS.

If you feel that a remote interview is not appropriate or possible, then the interview should be postponed until 1st August 2020 at the earliest). Please update the recruitment team as soon as possible if you wish to postpone your recruitment exercise.

Appointments

If you have recently appointed a member of staff who has not yet accepted their offer, careful consideration should be given to postponing their start date – we would advise no new starts before 1st August 2020 (although this could be subject to further change). Reasons for this include concerns for their health and wellbeing, difficulties in remotely delivering training, allocating and monitoring work and being able to support new staff. If you wish to postpone the start date, please email vacancies@st-andrews.ac.uk as soon as possible so amended paperwork can be issued.

If the candidate has already accepted their offer and you need them to start work on the original start date, then please contact hrdata@st-andrews.ac.uk regarding Right to Work Checks.

If the candidate has already accepted their offer and is due to start during the period of home working, the line manager should liaise with the individual to ascertain what work might be feasible
for them to undertake from home. If this is not feasible, the University will honour the contract ie they will be paid from the original start date even although they are unable undertake their full duties via remote working.

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

**Workforce Planning Group**

Workforce Planning meetings have been suspended until May in the first instance. Urgent requests to extend staff whose contracts are due to end imminently will be considered offline. Please submit an ‘extend a temporary contract’ form to the group.

The group will not be considering offline applications for replacement or new posts, VSER or grading reviews during this period.

Human Resources 20\textsuperscript{th} March 2020