

Hiring Freeze: Frequently Asked Questions

1. When will the hiring freeze begin?

The hiring freeze went into effect March 31, 2020.

2. How many positions will this hiring freeze affect?

All E&G and Auxiliary funded Faculty, Staff, A&P, and OPS positions will be affected.

3. What position types are affected by the hiring freeze?

The hiring freeze includes E&G and Auxiliary funded appointments and applies to Direct Support Organizations (DSO's). C&G funded positions are excluded.

4. How long will the hiring freeze last?

The hiring freeze is in effect until further notice. Human Resources will inform the campus community when the hiring freeze has ended.

5. What positions are affected by the hiring freeze?

Faculty, Staff, A&P, OPS Adjunct and OPS positions are affected, with the exception of Graduate Assistants and Postdoctoral Scholars.

6. Are Federal Work Study positions included in the hiring freeze?

Yes.

7. What does the hiring freeze mean for positions that are currently posted, but not yet filled?

They will be removed from posting unless it is C&G funded or an exception is approved.

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

Graduate Assistants and Postdoctoral hires are exempt from the hiring freeze at this time.

9. Why is there a hiring freeze?

The hiring freeze is being implemented in response to the continuously changing circumstances involving COVID-19. Our primary focus is to ensure the health and safety of our students, faculty and staff while keeping the university open and operational. This global pandemic will have financial implications for our university, and it is important that we begin preparing for financial challenges.

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

Yes. Current searches in which a written offer has not yet been extended are also included in the hiring freeze. Departments should utilize the COVID-19 communication in PageUp to inform applicants of the hold on current hiring. If a PageUp offer card was submitted to HR Talent or Academic Affairs with completed Staffing Coordinator and Executive User approvals prior to 5 PM on Tuesday, March 31, 2020, that hire commitment will be honored. If verbal or unofficial offer was extended, a Hiring Freeze Exception Request Form should be submitted.

11. What should my department do if we are currently conducting interviews?

Before proceeding with additional interviews for non C&G funded positions, determine whether the position meets the criteria for an exception. If it does, complete the appropriate Hiring Freeze Exception Form and gain approval prior to proceeding with additional interviews.

12. What should my department do if have a visiting or time limited appointment that will be expiring in the next several months?

Please submit an [Extension Request for Visiting and Time Limited Form](#) and submit to HRExceptions@ucf.edu . If you have questions, contact Nancy Myers, Director of the Office of Institutional Equity at Nancy.Myers@ucf.edu or Renée Grigor, Director of Talent Acquisition at Renee.Grigor@ucf.edu to discuss options.

13. Are there any exceptions to the hiring freeze?

In the event there is a unique circumstance in which an exception is warranted to advertise and/or 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

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

To request an exception, complete the [Hiring Freeze Exception Request Form](#) or the [Faculty Hiring Freeze Exception Request Form](#). The form must document how the position is critical to university operations in order to proceed with advertisement/hire. Once the appropriate signatures have been secured on the form at the Vice President or Dean level , email it to HRExceptions@ucf.edu. All submitted exception requests will then be reviewed either by Interim Provost Michael Johnson for units reporting to Academic Affairs or by Interim Chief Operating Officer Misty Shepherd for all other units. Exceptions will be limited, and final approval by the president will be required. If approved, the search would follow the university's normal recruitment process guidelines.

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

All impacted job openings were removed from the Careers at UCF website as of Wednesday, April 1, 2020.

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

Please utilize the COVID-19 communication emails in the PageUp talent management system.

17. What if I have additional questions?

Contact Renée Grigor, Director of Talent Acquisition at 407-823-5193, Renee.Grigor@ucf.edu or talent@ucf.edu .