



## Guidelines:

Effective March 24, 2020, and until further notice, all vacant positions at Penn State University are subject to a hiring pause, and any proposed hires after that date must be approved by Provost Nick Jones, or Senior Vice President David Gray as appropriate.

- Hires where a job offer has already been made prior to March 24, 2020 and accepted may proceed.
- Hires where a job offer was made prior to March 24, 2020, (but not accepted), may be honored, withdrawn or the start date postponed, at unit leadership discretion.
- Proposed hires that are currently in the hiring process should be reviewed and an exception granted prior to continuation and job offer.
- Exceptions to the process:
  1. Hires funded entirely by sponsored funds or contracts, or by philanthropic sources are exempt from this process. However, Provost Jones must be notified of these hires.
  2. Filling a position with an internal candidate from your own unit, that was posted internally in the unit, may proceed outside of this process. However, if the decision is made that the vacated position is critical and must be filled, the hiring pause process must be adhered to for that position, unless the posting is internal only to the unit.
  3. Summer graduate assistant-ships that do not need to be posted are not subject to the pause process.
- With the written approval of Provost Jones or Senior Vice President Gray, posting and selection processes for some positions may proceed but must be paused before making an offer and setting a start date. All postings must clearly state that a hiring pause is in place and candidates may apply but job offers will not be made until the hiring pause is lifted. (This will allow us to build our talent pools for quick response once the hiring pause is lifted.)

### **How will an exception request be considered?**

If a position is determined by the academic or administrative unit leadership to be critical to the mission of Penn State, complete and submit this Hiring Exception Request form to your unit HRSP. The form will be reviewed with the appropriate HR Senior Director (Amanda Jones, Bruce Crocefoglia, and Jennifer Wilkes), and submitted to Provost Jones, or Senior Vice President Gray for approval each Tuesday or Thursday for review and decision. Their decision will be communicated by the unit HR Senior Director once received. Please be prepared to provide additional information in support of the review if requested.

*No hiring action should be taken without completing this process.*



# Hiring Exception Request

*Collegiate or administrative units that determine a position is critical to operations should complete and submit this form to their unit HR Senior Director.*

Date Submitted: \_\_\_\_\_ Campus: \_\_\_\_\_

Unit: \_\_\_\_\_

Proposed Position Title: \_\_\_\_\_

a. Position Classification (Faculty, Staff, Technical Service, Wage): \_\_\_\_\_

b. Job Title (include level for academic positions): \_\_\_\_\_

c. Job Code: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Position Information:

Position is:       New                       Replacement

Funded by sponsored/external research funds?       Yes                       No

Estimated Starting Salary: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

## Reason for Exception:

Position is critical because: \_\_\_\_\_

Explain the rationale, including the duties of this position, direct impact on core and essential operations, and the negative impact on academic or administrative work of not hiring the position:



Explain other options that have been explored and exhausted to avoid the exception request, including whether the responsibilities can be performed by other staff, another unit, or another campus:

Describe any other relevant extenuating circumstances:

**Required Signatures:**

\_\_\_\_\_  
Hiring Manager

\_\_\_\_\_  
Unit Senior Leader: (VP, Dean, Chancellor, other)

\_\_\_\_\_  
Unit HRSP

\_\_\_\_\_  
Unit FO

**University Leadership Review (Provost Nick Jones/Senior Vice President David Gray)**

\_\_\_ Approve: Signed: \_\_\_\_\_

\_\_\_ Not Approve: Signed: \_\_\_\_\_