

SIUE Hiring During COVID-19

Is SIUE still hiring?

SIUE continues to actively recruit for critical and essential positions University-wide.

Are applicants required to interview in person?

SIUE is following CDC and Illinois State Department of Public Health guidance regarding social distancing. SIUE is prohibiting in-person interviews and recommends hiring managers and search committees conduct interviews with candidates via phone or video conferencing. Virtual campus tour video resources may also represent another virtual option.

Are HR offices open for walk-in appointments and other in-person service requests?

The health and safety of our employees, their families, and those we interact with daily is a priority. Effective immediately, please utilize phone/email/fax to communicate, provide paperwork, including Verification of Employment and Change of Information forms etc., in lieu of walk-in services.

SIUE Human Resources will remain open for all questions by contacting 618-650-2190 Monday through Friday from 8 a.m.–4:30 p.m. CT. Keeping the safety and well-being of all in mind, the HR office doors in Rendleman Hall will be closed through April 30.

I have an open recruitment, should I continue to actively recruit?

HR will continue to support recruitment efforts University-wide. All position openings will continue to be posted, however, HR is continuing to postpone all testing and interviewing for Civil Service position vacancies requiring on-site testing. Hiring Managers should work with their department leadership to determine if any changes should be made to active recruitments. Hiring Managers and Search Chairs should incorporate social distancing strategies into the recruitment process, including search committee meetings and interviewing.

What is best practice for interviewing during the COVID-19 outbreak?

SIUE strongly recommends hiring managers follow CDC and the Illinois Department of Public Health guidance regarding social distancing. This includes adapting recruitment processes to include Zoom or teleconference interviews.

What things should I consider when hiring a new employee during the COVID-19 outbreak?

Start Date: Work with the applicant and supervisor to determine a feasible start date. If hiring an external candidate, consider the coordination of completing necessary new-employee paperwork and what tasks (if any) can be assigned if working in an alternate location before determining the best start date.

Work Location: SIUE is actively evaluating options to address the challenges presented by COVID-19 in order for the University to meet business needs in a safe and effective manner. SIUE is strongly encouraging managers and supervisors to collaborate with their employees to work from home or another remote location. However, certain positions may require on campus work. Consider start date, completing new hire paperwork and what tasks would be assigned for the next several weeks.

New Employee Orientation/Training: Ask new employees to view the New Hire Orientation video found at www.siu.edu/human-resources/faculty-staff/101/index.shtml

Employee Benefits: Ensure you understand or refer the new employee to the Human Resources website regarding when eligible for SIUE benefits and how to maintain SIUE Benefits. Ensure HR receives final offer letters and payroll action notifications are submitted timely to ensure HR Benefits Services provides your new employee with appropriate benefit options and information. Forms must be completed and returned to HR by the due date to receive preferred coverage; outside of the due date period, certain rights and options may be lost. Due dates and links to additional information on the benefits offered through SIUE can be found on the HR website at www.siu.edu/human-resources/

How do I ensure a new hire's I-9 is properly processed if my I-9 coordinator is working from home or my new hire will be teleworking?

Effective March 31, 2020 and during the COVID-19 crisis the Federal Government and United States Citizenship and Immigration Services (USIS) have lifted some of the strict procedures for completing I-9 forms and accepting/verifying documentation.

Therefore, as SIUE observes the State of IL Shelter-In-Place Mandate and as a measure to stay in compliance with Federal Government and USCIS hiring procedures for new employees during this crisis, the University will allow the completion of I-9 forms and viewing of documents via virtual web sources (Facetime, Zoom, Go To, Amazon Chime, Google Meets, etc.). The use of a notary public is also acceptable. For required forms and instructions please contact Jeanette Parmenter at jparmen@siue.edu or 618-650-3062.

If a virtual web source is used, a copy of the original documentation must be viewed by the University staff member within 3 days **when normal operations resume**. Each department representative will be responsible for maintaining a list of the new employees that have completed a virtual I-9. Failure to comply with the requirements of this policy and/or the physical verification of documents after the return to normal operations may result in the termination of the employee. This change is in effect through the earlier of May 20, 2020, or three business days after the termination of the National Emergency Declaration.

How Are We Conducting Background Checks?

For positions in HireTouch, there will be no changes to the background check process. The department will still send their chosen candidate the Authorization for Release of Information through HireTouch. The candidate will be responsible for completing and signing the form through his or her HireTouch account. For questions regarding how to send the Authorization for Release of Information to the candidate through HireTouch, please contact Doug James at dojames@siue.edu.

For positions that are not handled through HireTouch (Faculty/Graduate Assistants/Students), departments have a few options regarding the submission of the Authorizations for Release of Information. Our office is still accepting forms sent through campus mail to Box 1040 and by fax to 618-650-2696. Following the steps outlined below, departments may also send the Authorization for Release of Information form via email to Jennifer Cottingham, Human Resources Officer, at jenscha@siue.edu.

Before emailing the form to the Office of Human Resources, the department must redact the Social Security number. Once the form is received, the department will be contacted to obtain the Social Security number over the phone.

Departments should notify all candidates completing the authorizations remotely to exclude their Social Security number from the form. The department should then reach out to the candidate and obtain the Social Security number over the phone. For remote Authorizations, the candidate's signature is still required and can be completed electronically.

It is important to note that a candidate's Social Security number should never be included in an email, either directly or in an attachment. Email is not considered a secure source for sending highly sensitive information, including Social Security numbers.