Guidance for Hiring Managers

Penn has instituted a hiring freeze for all staff positions unless deemed essential through the Hiring Approval for Essential Positions process. Hiring Managers should work directly with their HR Director or designee to submit a request for an exception hire. At this time, offers should not be made unless the hire has been approved.

Hiring Managers wishing to actively recruit during this time should understand the importance of keeping candidates engaged. Ongoing communication with the candidate pool, facilitated via email directly in Workday, will help to decrease the likelihood of candidate dropout. Feel free to share this LinkedIn article with Hiring Managers for tips on keeping their candidate pool warm. If a Hiring Manager wishes to put their recruitment efforts on hold, they can unpost the position and communicate this to the applicant pool directly through Workday.

If you have any additional questions, please contact your assigned recruiter or Talent Acquisition.

Remote Interviewing Options

As an alternative to on-campus interviews, Hiring Managers should consider using BlueJeans, Zoom, or Skype for Business. All of these virtual meeting solutions are available free of charge for Penn employees.

To access your BlueJeans account, visit https://upenn.bluejeans.com/. From here, you’ll be able to schedule meetings, test your video set up, and review tips and best practices. We recommend installing the BlueJeans app on your desktop since it provides access to more features than your browser. Please refer to Penn HR’s Guide to Working Remotely (pages 6-9) for further assistance on using BlueJeans or visit BlueJeans Support.

Workday@Penn

Creating a job requisition for a temporary, academic, or student worker? Then check out these new short training videos for some just-in-time learning.

Virtual Office Hours provide individuals with security roles the opportunity to work through live scenarios in Workday with a member of the Workday@Penn team. You will work directly with real data and automatic approval flows. Click here to register for a 30-minute session. Office Hours are intended as one-on-one assistance.

Stay up to date on the latest Workday developments with the Workday@Penn Digest. Click here to subscribe.
To access your **Zoom** account, visit [https://upenn.zoom.us/](https://upenn.zoom.us/). Please note: meetings that you host will be limited to 40 minutes if you have more than 2 participants. If new to Zoom, we recommend trying the [Zoom test meeting](https://upenn.zoom.us/) to ensure your microphone and speakers are working properly. Instructions for scheduling and hosting a meeting can be found [here](https://upenn.zoom.us/). We recommend installing Zoom on your desktop, as this version provides access to more features. For additional information on how to use Zoom, visit [Zoom Support](https://upenn.zoom.us/).

To access your **Skype for Business** account, sign into Office 365 and follow these [instructions](https://upenn.zoom.us/).

All of these options allow participants to join using audio only, in addition to providing dial-in options, in case you or the candidate does not have access to a computer with a camera or smartphone. We recommend contacting your [local IT support staff](https://upenn.zoom.us/) since certain schools and centers already have sub-accounts set up with Zoom and BlueJeans.

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**Welcome Aboard!**

The Talent Acquisition team would like to extend a warm welcome to Penn’s new HR Directors. We look forward to working with you!

- **Kim Stott**, HR Director for ISC
- **Ray Bates**, Sr. HR Director for Business Services
- **Melanie Sposa**, HR Director for the Dental School

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**Staff Recruiting Process Changes**

**Note to HR Partners: HireRight Background Check Update**

In response to COVID-19 related delays due to court system shutdowns, HireRight will be postponing the completion of affected sections of background checks. During this time, background checks should not be adjudicated in HireRight and should remain in the “Client Review Required” pending status. Please work with your assigned recruiter and the Solution Center to move approved hires forward to Ready for Hire in Workday. HireRight will be re-initiating the sections marked as “pending” or “closed – search not performed” once courts re-open.

**Coming Soon: Regenerate Offer Letter Function**

The HCM team currently has a Regenerate Offer Letter function in production. In instances when the start date needs to be pushed back after the Ready for Hire step has been completed in Workday, this function will allow you to change the start date in the offer letter without having to go through the Update Offer process. Once live, an announcement will be made in the Workday@Penn Digest.

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If you have any questions or need more information, email recruitment@hr.upenn.edu or call 215-898-7287.