

Emergency HR Processes: Staff Hiring – FAQs

Audience: Hiring Managers

Frequently Asked Questions

Can I cancel a current position?

Yes. You can cancel a position as long as an offer has not been extended.

Can I cancel an offer?

If an offer has been extended, hiring managers must work with their [HR Business Partner](#) to discuss next steps. Rescinding an offer can result in financial or benefits hardships.

Can I delay start dates for hires?

If an offer letter has been signed by a new hire, you cannot change the start date without consulting with your HR Business Partner. In most cases, start dates will not be changed. Please work with your [HR Business Partner](#) on any questions. If you have not given someone an offer, work with your HR Recruiter to discuss a future start date.

What if I am interviewing someone for a position from a country that is quarantined?

Continue with your interviewing process. Discrimination based on location is prohibited and is against the law.

What do I do if my new hire wants to delay their start date?

If the hiring manager agrees to the change in start date, work with your [HR Recruiter](#) to update the offer letter and update Workday with the new start date.

What if a candidate cannot interview by video conference? Can I not consider them?

Work with your [HR Recruiter](#) to discuss the interviews if a candidate cannot interview by video conference (e.g. lacks internet connection or does not have necessary equipment). We may want to conduct only phone interviews. Consistency is important during the interview process, even when interviews are conducted virtually.

Does the guidance on remote-work and adjusted approval guidelines for staff hiring apply to post-doctoral researchers?

Yes. Post-docs that are hired as staff go through the temporary additional staff hiring approvals (Dean and Provost). Post-docs that are hired as faculty go through the temporary additional staff hiring approvals (Dean).

Post-doctoral researchers at Carnegie Mellon may be employed in staff positions or as special faculty. Recruitment and employment guidance relevant to their employment category applies to post-doctoral researchers.

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- Detailed information on remote work policies and hiring for staff can be found at the HR web site: <https://www.cmu.edu/hr/coronavirus/index.html>
- The Policy governing special faculty appointments can be found here: <https://www.cmu.edu/policies/faculty/appointments-special-faculty.html>

Hiring policies for faculty positions remain unchanged; required approvals were documented in a November 2016 memo to the deans. Additional guidance relevant to recruitment of all faculty positions, including post-doctoral researchers hired as special faculty was released in Jun 2019 and remains applicable. These memos are available to department heads on the Vice Provost for Faculty website: <https://www.cmu.edu/faculty-office/leadership-cmu/index.html>