

## **Arkansas State University HIRING FREEZE GUIDELINES**

This document will provide guidance on the hiring freeze process. Prior to initiating a position request within the Taleo system or processing any personnel action items, a Hiring Freeze Justification Form must be completed and approved. Justifications to fill a position during the hiring freeze are subject to the guidelines outlined below, including temporary positions. Should you have questions regarding the hiring freeze, please contact Lori Winn at 870-972-3454 or email [lwinn@astate.edu](mailto:lwinn@astate.edu).

### **Hiring Freeze Guidelines**

1. The hiring freeze applies to new positions, vacancies, reappointments and requests to reclassify a vacant or currently filled position for any benefitted faculty or staff position including temporary positions.
2. Provisional positions fully funded by a granting agency are excluded from the hiring freeze.
3. Position downgrades, demotions or title changes with no change in salary do not require a Justification form.
4. Positions may be filled after approval of justification request. No employment action or posting of a position will occur before the justification is approved.

### **Operating Guidelines**

Prior to submitting a request to search within the Taleo System, a Justification form must be completed, approved by the Department Head, Dean/Director, Vice Chancellor and then forwarded to the Office of Human Resources.

Human Resources will assemble the completed forms and submit them for review to the Chancellor. No actions may be taken until the Justification form has been approved.

Upon notification of a decision, Human Resources will advise the hiring department of the status of the justification request and return the form to the originating department.

Once a position has been approved, a requisition for recruitment may be initiated through the Taleo system.