Coronavirus/COVID-19 Hiring Pause FAQs
Last updated: April 13, 2020

Why is a hiring pause necessary at Northwestern?

A pause on non-essential staff hiring and other forms of compensation growth is necessary to allow time to better understand the pandemic’s overall financial impact on Northwestern. These actions aim to protect our existing workforce as much as possible and to maintain salary continuity.

If the person is already performing the work of a new position, does the position need to be reviewed and approved through PAC?

The work should not commence until the position has been reviewed and approved by PAC. If work has been completed and needs to be compensated for, the position will be approved. A request for an exception to the policy will be required with senior administrator’s signature. These exceptions will be included in the report to the SVP and the Provost.

When will the hiring pause begin?

The hiring pause has been in effect since Tuesday, March 24. It includes all staff (internal and external), temporary, independent and third-party contract workers and consultants.

How long will the hiring pause last?

Hiring pause will remain in place until otherwise advised.

What will happen to a job opening currently being advertised on the web?

All open job postings in PeopleSoft eRecruit, with the exception of those that are 100% grant funded, will be placed into “Hold,” status until late April. When job openings are placed into Hold status, they are no longer being advertised on our career sites (internal or external). Once a job is placed on hold, the system will not allow for additional applicants to apply to that job opening.

Which position requests should be submitted to Position Approval Committee (PAC) during the hiring pause?

All positions must be submitted to PAC for review and approval. Jobs that have been identified to be essential or other pre-qualifications will be quickly assessed, routed for approval, and captured for reporting such as:

- Positions 100% grant-funded will be automatically approved; per the current guidelines;
- Positions 70% to 100% grant-funded must be submitted to PAC, but will most likely be approved upon review;
- Positions less than 70% grant-funded must be submitted to PAC for review with justification for hiring;
- Non-grant-funded positions documented as having essential responsibilities must be submitted to PAC for review.

Student Temporary Workers meeting identified qualifications

PAC is working closely with HR Ops to develop streamlined processes to reduce effort required for submitting a request with customized online forms and to reduce time to receive a decision.