MEMORANDUM

DATE: March 20, 2020

TO: Faculty, Staff

FROM: Dr. Vernese-Edghill Walden, Chief Diversity Officer, Academic Diversity, Equity and Inclusion (ADEI); Audrey Southard, Interim Director, Human Resource Services (HRS)

RE: NIU Recruiting and Selection Plan and COVID-19 Precautionary Measures

In coordination with precautionary measures directed by President Lisa Freeman, The Centers for Disease Control (CDC), The Illinois Department of Public Health and The DeKalb County Department of Public Health, in order to reduce and prevent the spread of COVID-19, NIU is implementing the following recruitment and selection plan.

With the goal to help our university partners meet their recruitment and selection goals, while focusing on the health and well-being of our university community, ADEI’s office of Affirmative Action, Equal Opportunity and Education (AAEOE), with support from HRS, has made the decision to require all recruitment processes involving face-to-face interaction to be postponed, rescheduled, canceled, or conducted virtually and/or via telephone conferencing until further notice. This includes but is not limited to the following:

- Meetings with the search committee and hiring official;
- Interviews with candidates;
- Open forums/sessions and job talks.

We also realize the impact that this decision may have on our colleagues and community partners, and our focus is to provide our faculty and staff with the services and resources necessary to meet their recruitment goals. The following information may help streamline and support your virtual recruiting efforts.

- [NIU Collaboration and Conferencing guide](#) is a helpful resource on how to work virtually including audio conferencing, and video conferencing (including Teams) and how to collaborate and share documents in a remote environment;
- [Pre-employment Policies and Practices](#) and [Strategies to minimize bias in the search process](#) should be reviewed and shared with all members of the interview/selection committee to ensure non-discriminatory practices are implemented throughout the entire process;
- [NIU Affirmative Action, Equal Opportunity and Education](#) provides tools, resources and templates for scheduling meetings, evaluating and interviewing candidates, communicating with committee members and applicants, and other activities;
- [NIU Human Resource Services](#) provides tools for navigating the PeopleAdmin/Applicant Tracking portal, as well as answers any questions regarding Civil Service processes.

AAEOE will be working in remote spaces and can be reached between 8:00 a.m.- 4:30 p.m. For questions regarding this communication, as well as the procedures of the search process, please contact affirmativeaction@niu.edu. Alan Clay, Associate Director for Affirmative Action and Equal Opportunity, will be available via [Microsoft Teams](#) as well, and can also be reached via email, phone and chat. We thank you for demonstrating flexibility as we develop and communicate processes that help our university navigate this new reality.