

Memo: Candidates for Employment – Vaccination Guidance

Dear Colleagues,

As you may know, we have been working on guidance and processes to ensure that finalist candidates for vacant positions are informed of campus vaccination policy requirements as early as possible in the talent acquisition cycle, and to verify their compliance with policy. We hope the attached guidance is helpful to you and your HR partners as we continue to bring great talent to our campuses!

Our goal in developing this guidance has been to ensure that:

- the recruitment process is not delayed as candidates are submitting their vaccination or exemption requests;
- everyone involved in the recruiting process is spending time as efficiently and effectively as possible on candidates that are, or can be, compliant with campus vaccination policies;
- candidates are not inadvertently placed in a position to resign from another job, expecting to receive an exemption from the policy, only to have their request rejected.

The attached guidance and processes have been developed with input from school HR Business Partners, the Legal Office, and campus leadership. Please note that this guidance is effective 10/29/2021, and is **subject to change**.

Thank you for your prompt attention to implementing these procedures; please share as appropriate with individuals in your unit involved in recruiting and candidate offers.

If you have questions, please contact:

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