

Hiring Freeze

A hiring freeze form (HFF) is needed for any full time or temporary full time hire position to be posted in Taleo. The HFF is used as a justification and pre-approval process before it is loaded into Taleo for posting or offer letter generation. The form has to be approved by the Chair-Dept Head/Dean-Director/Vice-Chancellor/HR/Chancellor. The form can be found under A-Z, Human Resources, Hiring Freeze Guidelines, Hiring Freeze Justification Form. Provisionals, Adjuncts, part-time, and GAs do not require a HFF only full time or temporary full time.

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