



Hiring and Personnel Actions Freeze for USF System Effective June 3, 2019

Effective June 3, 2019, hiring and personnel actions for all Faculty, Staff, Administration and Temporary positions within the USF System has been suspended, delayed or frozen. All Federal Work Study (FWS) students and GAs/TAs/RAs are exempt from this process, along with a few other, narrow exemptions. Exception requests will require review and approval by the appropriate Sr. Vice President or Regional Chancellor through the Hiring and Personnel Action Exception Request Form.

Hiring and personnel actions that had received all required approvals prior to June 3, 2019 will be processed in accordance with normal University procedures. Written offer letters of employment dated and signed prior to June 3, 2019 will be honored. Requests that did not receive all required approval as of June 3, 2019 will need to be approved by the appropriate Sr. Vice President or Regional Chancellor through the Hiring and Personnel Action Exception Request Form.

Guidelines and Frequently Asked Questions (FAQs) have been developed to provide information and guidance to departments and employees. Please contact your [HR Service Center](#) contacts at Division of Human Resources (DHR), Regional HR or USF Health HR offices with additional questions.

This freeze will remain in effect until further notice.

[Guidelines for Hiring and Personnel Actions Freeze](#)

[FAQs](#)

[Hiring and Personnel Actions Exception Request Form](#)