ASU Arizona State University

The Reorganization and Reduction in Workforce Reemployment Program

The Reorganization Process begins when the HR Partner approves the ASU Department's request to enroll their employee (Reorg candidate) in the reemployment program. Employees are enrolled due to department funding reduction or department reorganization.

The following process is designed to be used as a guideline between the ASU OHR Office of Equity and Inclusion (OEI) and ASU OHR Recruitment & Selection (RS).

1. ASU Department meets with HR Partner to enroll reorg candidate into program.
2. HR Partner submits Reorganization / RIF Letter to HR Recruitment with reorg candidate contact information.
3. HR Recruitment invites reorg candidate to reorg program and to meet with them.
4. Reorg candidate will email their resume to HR Recruitment prior to their meeting.
5. HR Recruitment meets with the reorg candidate to discuss; job titles to be held, program guidelines and timelines of the program.
6. HR Recruitment identifies REQ's that are submitted by ASU departments to be posted on the ASU website that meet the reorg candidate's qualifications. These REQ's are reviewed.
   a. If a job is coded as a RIF and is a clear match:
      - Send an email to the department informing them, attaching the appropriate resumes
      - Put the job on hold
      - Send a job preview to the candidate(s)
   b. If a job is coded as a RIF but the match is unclear:
      - Send an email to the department letting them know that the job is coded as a Reorganization job, and that we will either provide more details by the following day or we will post the job.
      - Put the job on hold
      - Send a job preview to the candidate(s) asking if it is a good fit. Remind the candidate that they must respond by the following morning at the very latest.
      - Add the job to the Pending List at the end of the day, so that the job can be posted the following day or the appropriate email letters can be sent.
   c. Should the department respond in either of these situations stating that they are not interested in interviewing the candidate their response must be based on the REQ's qualifications.
7. ASU department must interview the reorg candidate before the REQ can be posted on the ASU website.
   a. If the reorg candidate is chosen, candidate will be hired as a waiver on the existing REQ
   b. If the reorg candidate is rejected, candidate must be rejected based on the REQ's qualifications. The ASU department will contact the candidate to inform them of their decision the HR Recruitment will post the REQ on the ASU website.

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