Start

**Offer made?**
- No → **Candidate completed all pre-employment checks?**
  - No → **Role still required?**
    - No
    - Yes → **Role still required?**
      - Yes → **Can / should recruitment be put on hold?**
        - Yes → Consider:
          1. Appropriate start date
          2. Can the candidate start remotely
          3. Training / induction requirements
        - No → End the recruitment, email current applicants using template text
      - No → **Can / should recruitment be put on hold?**
        - Yes → Put recruitment on hold (until 1st June 2020 initially), email current applicants using template text
      - No → **End the recruitment, email current applicants using template text**
    - Yes → **Withdraw offer of employment using template text**
  - Yes → **Role still required?**
    - Yes → **Can / should recruitment be put on hold?**
      - Yes → Consider:
        1. Amend offer of employment with new start date (up to 1st June 2020 initially)
        2. Withdraw offer of employment using template text
      - No → **End the recruitment, email current applicants using template text**
    - No → **Role still required?**
      - Yes → **Can / should recruitment be put on hold?**
        - Yes → **Options:**
          1. Commence employment as planned, paid, and work remotely if possible (but if not they are treated the same as other staff currently unable to work i.e. it’s essentially paid special leave)
          2. NOTE for candidates currently abroad additional cost with be incurred to deal with taxation and insurance if they start work from their home country. Refer to your HR Business Partner for advice
          3. Mutual agreement to postpone start date – maximum recommended delay until 1st June initially
        - No → **Options:**
          1. Pay in lieu of notice and terminate contract
          2. Give notice to terminate the contract and staff member “serves notice” but doesn’t work. It’s then possible to mutually agree to withdraw notice if circumstances change and it becomes possible to start in the role
      - No → **End the recruitment, email current applicants using template text**
  - Yes → **End the recruitment, email current applicants using template text**

**End the recruitment, email current applicants using template text**