Information Regarding the MIT Vaccination Requirement for Candidates and New Hires

Because MIT requires COVID-19 vaccination for all MIT employees who will have an on-campus presence, the following information and guidance is being shared to help you communicate with candidates during the interviewing process and with new employees during the onboarding process.

**Notice to job applicants**
- The MIT Careers site has been updated to include a notice about the COVID-19 vaccination requirement.
- In addition, the job posting template also includes a standard statement about this requirement. DLCs do not need to add this to each requisition.

**Guidance during interviews**
- *Do not* ask a candidate whether they have been vaccinated. Instead, ask whether the candidate can comply with MIT’s requirement that all employees with an on-campus presence either (1) submit proof of COVID-19 vaccination, or (2) seek and be granted an exemption for medical or religious reasons. Inform candidates that if they have questions about this requirement or the exemption process, they may contact the HRO for that DLC, and provide the name and contact information.

**Extending offers**
Additional language to include when confirming a verbal offer of employment in an email or when making a written job offer:
- “MIT currently requires COVID-19 vaccination for all MIT employees who will have an on-campus presence. Individuals may request exemption from the vaccine requirement for medical or religious reasons. More information may be found at the MIT Now website. This offer of employment is contingent on your compliance with MIT’s COVID-19 vaccination/exemption requirements.”

**Onboarding**
Planning is underway to include a new paragraph in the New Hire Letter about compliance with MIT’s vaccine requirement by certifying vaccine status via the COVID vaccine application. Individuals will be informed that they may request an exemption from the vaccine requirement for medical or religious reasons and directed to more information. In addition, the New Hire Application will include a new required tile with a link to the COVID vaccine application. These updates will be introduced in Fall 2021.

HR will work with DLCs to develop a plan for the few employee categories that are excluded from the new hire application, such as faculty, to ensure the MIT vaccine requirement is communicated to all new employees.

**More information**
The most up-to-date guidance on MIT’s response to COVID-19 is available at the MIT Now website. Please share that site with candidates and new employees if they have questions.

Information about the Covid Pass system: https://covidapps.mit.edu/covid-access.