Remote/Virtual Interviewing Guidelines
for Hiring Managers and Search Committees

During the job interview process, it is essential to treat all candidates the same to ensure compliance with our equal employment opportunity and affirmative action obligations and to minimize any claims of disparate treatment; however, it may not be practical to bring all candidates to campus for initial interviews. Utilizing video interviewing technology may be different from what most hiring managers and candidates are accustomed to. The following best practices and guidelines are intended to help maximize the effectiveness of the remote interview experience for both parties and to minimize the potential for claims of disparate treatment.

The Remote Interview Experience

1. **Use the latest video conferencing software version.** Make sure that you are running the latest version of the video conferencing software to ensure you are getting the best performance.

2. **Check that your internet connection can handle a video call.** You generally need at least 1.2Mbps of bandwidth for high quality video resolution. A LAN connection is best, but Wi-Fi network is also acceptable.

3. **Provide instructions and logistics.** Make sure the meeting invitation includes all of the pertinent details such as who will initiate the call, your username, and other contact information. Being clear on these instructions will help avoid potential confusion. Share a copy of the [Remote/Virtual Interviewing Tips and Best Practices for Candidates](#).

4. **Prepare the interview questions in advance.** Prior to the interviews, formulate the questions that will be asked of the candidates to ensure consistency (same as you would for an in-person interview). This consistent and standardized approach helps to minimize variables like individual interviewer bias.

5. **Look at the camera, not the screen.** It is very tempting to watch yourself onscreen during the conversation, but looking directly at the camera will make the interviewee feel as if you are speaking directly to him/her, despite your being remote.

6. **Prepare your surroundings.** It is best to have natural light or a lamp aimed straight at your face from behind the camera or computer. Be aware of what's behind you - a simple backdrop will look best.

7. **Close other programs on the computer.** Avoid getting notifications during the interview by making sure all other windows are closed on the computer.

8. **Have both audio and visual.** The "remote" option should include both audio and visual to make the experience as similar as possible to in-person interviews.

9. **Do test runs of the webcam and microphone.** Conduct a test run with a UCSB colleague to confirm that the webcam and microphone set-up is optimal; then conduct a test run with the candidate before the scheduled interview. If possible, use a high definition, wide angle webcam.

Recording Interviews

Best Practice: It is strongly recommended that all candidates be interviewed "live" by all members of the search committee. For example, if a member of the search committee cannot participate in one of the interviews in a particular round, consider having him/her participate in a later round of interviews instead of singling out only certain candidates for a recorded interview.

Remote interviews are not to be recorded except in the rarest of instances and as appropriately approved by Human Resources or Academic Personnel in advance and prior to initiating any of the following actions:

      a. Obtain prior written consent for any candidate who will be recorded. If one must be recorded, then all candidates must be recorded to treat them the same. If, however, one or more candidates do not agree to be recorded, then do not record any of the candidates.
      b. Recorded interviews may only be viewed by the search committee member that missed the live interview, and may only be viewed once by that member; the opportunity to provide multiple viewings of the recording for a single candidate is to be avoided due to possible disparate treatment.

Records Access and Retention

Access:
1. Any recording of an interview would be personnel records that could be treated as confidential and, therefore, not disclosed to a third party in response to a California Public Records Act request.

2. A particular candidate would be entitled to access the recording of his/her own interview pursuant to a California Information Practices Act request.

Retention: The University requires the retention of all pre-employment/recruitment records for four years after the end of the fiscal year in which the specific pre-employment or recruitment activity has ended. If your department is compiling records:

1. It may be difficult and costly to maintain recordings, and loss of data may occur with migrating the data to a new system.

2. The file format of the recordings for archival purposes should be common and standard to avoid obsolescence of the format.

Related Policies and Guidelines:
- UC Non-Discrimination in Employment Policy http://policy.ucop.edu/doc/4010391/PPSM-12
- Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment at http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct, and
- Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Employment Practices at http://ucnet.universityofcalifornia.edu/tools-and-services/administrators/docs/nondiscrimination-policy-statement-publications-may-2014.pdf
- UC Electronics Communication Policy http://policy.ucop.edu/doc/7000470/ElectronicCommunications

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- UCSB Interim Electronics Communications Implementing Guidelines
  http://www.policy.ucsb.edu/policies/policy-docs/ecp.pdf
- University Records Retention Schedule
  http://recordsretention.ucop.edu/

If you need assistance or have questions, please contact your Human Resources Employment Representative or Academic Personnel contact as appropriate.

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