



Remote/Virtual Interviewing Guidelines for Hiring Managers and Search Committees

I. OVERVIEW

April 3, 2020

The following 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. Utilizing video interviewing technology may be different from what most hiring managers and candidates are accustomed to during this time¹. However, it remains essential to treat all candidates the same, whether interviews are held virtually or in-person, to ensure compliance with our equal employment opportunity and affirmative action obligations, and to minimize any claims of disparate treatment.

II. INSTRUCTIONS TO CHAIR OF SELECTION COMMITTEE

Be aware of all District EEO compliance requirements, which remain fully in effect. Ensure you obtain an EEO representative through your site's appropriate process **before** you set the schedule for your interviews. The same EEO representative must be able to attend all interviews, so include them with the rest of the committee in your discussions about finalizing the virtual interview schedule.

Ensure equipment and internet access. The Chair of the selection committee must ensure that all committee members have access to internet, computer and the latest video conferencing software.

Provide instructions and logistics. Consistent interview practices should be followed; therefore, it is recommended that selection committees avoid combining in-person and virtual interviews for the same recruitment. Advanced notice (at least five business days) should be given to candidates who will participate in virtual interviews. For certain positions, part of the interview process may involve in-person testing in order to satisfy classified service testing requirements (e.g., physical requirement testing). Flexibility should be provided to candidates who, upon notice of the interview, indicate that they are unable to comply with the requirements of a remote interview process due to unusual circumstances (e.g., travel restrictions, access to technology), including appropriate access to the equipment and internet access needed. 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. Ask them to test their equipment and confirm with you that they were able to conduct a successful test (prior to the day of the interview). Explain that interview questions will be emailed ten (10) minutes in advance of the interview to their email of record. Share a copy of the [Remote/Virtual Interviewing Tips and Best Practices for Candidates](#).

¹ These guidelines are subject to review based on social distancing requirements as recommended by federal, state, and local authorities due to COVID-19. Future use on a permanent basis will require a policy decision.

Prepare a list of interview questions in advance and review them with your EEO representative prior to the interviews. Before the interviews, finalize the list of questions that will be asked of each candidate to ensure a consistent and standardized interview approach, whether these are classified or academic positions. This standardized approach helps to provide for a substantially similar experience with the panel for all candidates interviewing. Ensure you include a question assessing how effectively the candidate demonstrates their effectiveness in serving diverse populations and supporting an equitable learning and working environment for all. Review the questions with your assigned EEO representative. As a best practice, you should draft model or ideal responses to any technical questions so the panel will have a better understanding of what you consider to be an appropriate response for the applicable subject area. This helps maximize objectivity of the panel.

Send all necessary interview materials to all screening committee members (including the EEO rep) in advance. Send digital copies of the candidates' application materials, a blank copy of the EEO evaluation form, interview questions (and model answers, if applicable), and the relevant job announcement or description by email at least one hour in advance of the interviews to all members of the screening committee.

In cases where there is a concern about interview questions being shared with those not on the committee, questions may be shared by the meeting host using the screen sharing function in Zoom, or other appropriate teleconference platform. This will avoid the need to provide electronic copies of the questions to committee members and candidates. Instruction for the screen sharing can be found by clicking [here](#).

III. VIRTUAL INTERVIEW GUIDELINES TO ALL COMMITTEE MEMBERS

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.

- **The District will use "ZOOM" via <https://laccd.zoom.us/>**
 - Create a profile using the following:
Example: name@laccd.edu

*Do not use **@email.laccd.edu*

Take advantage of Zoom's features when scheduling the interview. When scheduling an interview using Zoom, there are a few options which may be particularly helpful.

- **Turn "On" the "Video" option for participants.** This will ensure the candidate's video is turned on automatically upon joining the meeting.
- **Enable the waiting room.** Under advanced options, turn on the "waiting room". This option will allow the host to control when new attendees may join the meeting and the host can admit candidates when the committee is ready to begin the interview.
- **Record the interview.** This can be done by selecting the "Automatically record meeting" option under the advanced options. Having a recording of the interview will be useful if the interview process needs to be defended.

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.

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. Test audio and video in advance by using the following links as resources ([test video here](#); [test audio here](#)).

Do test runs of the webcam and microphone. Conduct a test run with a 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.

- Hardware utilized will require a speaker/audio and video capacity in order to see the interview committee and/or the candidate.
- If your audio does not work zoom has the capacity to also call-in and view the video screen while on the phone. Call-in information will be provided when interviews or deliberation meetings are scheduled.
- Video tutorials on the use of Zoom are available at through:
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.20667963.2099254192.1584640683-1670127194.1574811561

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.

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. Lastly, be sure to be in a quiet, distraction free environment.

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

Take notes and evaluate the candidates just as you would in person. Provide your notes (written or typed) and completed evaluation forms via email to the Chair at the conclusion of the process.

Follow all EEO guidelines given by the EEO representative during the process.

IV. RELATED POLICIES AND GUIDELINES

- LACCD Equal Employment Opportunity and Non-Discrimination in Employment Policy [101301](#).
- Recruitment, Selection and Employment [HR-Guide R-000](#).

If you need assistance or have questions, please contact Human Resources as appropriate.

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For EEO questions or assistance, contact LACCD's Office for Diversity, Equity & Inclusion:

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