
Candidate Job Interview Guidelines Under COVID-19 Emergency Management

During this time of COVID-19 with continued state operations and social distancing, (deliberately increasing the physical space between people to avoid spreading illness), the Department of Human Resources (DHR) provides this instruction for conducting candidate interviews. The following guidelines can assist you in making choices around planning and conducting candidate interviews.

Guidelines:

➤ Interview Discretion

- The interview panel has the discretion to conduct interviews in person or remotely. However, should State offices be deemed closed, all job interviews would be done remotely.
- Whether the interview panel chooses to conduct interviews remotely or to bring candidates in for personal face-to-face interviews is left to the discretion of the interview panel.
- If the consensus of the panel is to conduct the interviews in person, then any panel member who is uncomfortable with being in a face-to-face interview should not feel forced to participate. Arrangements should be made for this panel member to participate via telephone or videoconferencing or a replacement panel member may be selected.

➤ Don't Lose the Candidates

- Advise candidates as to how the interview will be conducted and ask if he/she is comfortable with the arrangement. Do not automatically assume that conducting in person or video interviews is okay with your candidates. In this atmosphere of COVID-19, your lists of candidates to be interviewed may be relieved that they are not required to come into the office for an in-person interview out of their own concern for personal safety.
- Verify that the candidate has adequate technology to participate in a remote interview, if required.

➤ Use Technology for Remote Interviews

- **Teleconference** - Use a teleconferencing set-up where the interview panel is either together in the same conference room with the applicant on the phone, or where the team members are at their desk with the candidates each dialing in using a conference dial-in number. Agree upon the protocol as to who introduces the panel, who asks which questions, and how any follow up questions will be handled.
- **Videoconference** – If available, using videoconferencing to conduct the remote interview is a step above using the telephone. If the interview panel and candidates have video capabilities in a single conference room or at their desks on their PC or laptop, then this becomes a viable option to conduct the interview.

➤ Second-Round Interview

- If the panel has agreed on second-round interviews, the hiring manager may also choose to include another member of the interview panel in the second-round, but not necessarily the entire panel.

➤ Maintain Interview Standards and Discipline

- Interviews, whether remotely or in person, the hiring manager and interview panel are expected to adhere to current interview standards, protocols and procedures.

We hope these guidelines are helpful. Again, should the State close all office buildings, there will be no in-person interviews. If you have any further concerns or questions please contact Jane Hahn, DHR Talent Acquisition Manager at (302) 672-5173, or Jane.Hahn@Delaware.Gov