Guidelines for carrying out job interviews

In accordance with the University Board Resolution of 07 July 2020

Principles

Job interviews may be carried out face-to-face or via video conference. Job interviews via video conference should be given preference during the current pandemic situation. However, the format should be selected so that the job interviews are as barrier-free as possible for all participants, and in particular for the candidate. When selecting the format, factors such as the effort required for a journey to Kiel, the technical possibilities available and the high-risk group status must be taken into account. Mixed forms are also possible. However, it should be ensured that all candidates enjoy comparable conditions.

Job interviews via video conference

If the job interviews are conducted via video conference, then the applicants must be offered an introduction to the selected video conference system and a joint test run, well in advance before the job interviews. Under current regulations at the CAU, the ZOOM system may not be used for job interviews.

Face-to-face job interviews

If the job interviews are conducted face-to-face, the following precautions must be taken through a risk assessment and/or the following requirements must be met:

Venue arrangements:

- In the room used for the job interviews, it must be possible to maintain a minimum distance of 1.5 m between all participants during the discussions.
- Adequate ventilation must be ensured. If possible, taking into account the weather, noise and draught conditions, the room should be permanently ventilated, either through unidirectional ventilation or bidirectional ventilation/through draught. Otherwise, the room should be fully ventilated for 10 minutes, after a maximum period of 20 minutes use. Here, cross-ventilation or a through draught are recommended for particularly rapid air exchange.
- When selecting the room, attention should be paid to choosing a quiet location, so that the required (permanent) ventilation can take place without disturbing the discussions.
- Also with regard to the pedestrian traffic arising in connection with the job interviews (waiting area for the candidates, toilets, hallways, access to and from the venue, etc.) attention must be paid to maintaining the minimum distance. If compliance is not safely possible, a face mask covering the nose and mouth must be worn during this time.
- The area used by the candidate must be cleaned with degreasing detergent or disposable wipes after each interview.
- Cleaning products for surfaces can be obtained from the cleaning storeroom or also by internal mail through seifenlager@uv.uni-kiel.de. There are also such cleaning products available at the main gate for borrowing when required.

**Conduct of the participants:**

- The requirements for general hand hygiene and coughing and sneezing etiquette must be followed.
- Anyone who has flu-like symptoms or feels generally unwell should not participate personally in the discussions, but join via video conference if possible. This also applies to candidates who belong to a high-risk group.
- There must be no welcome or farewell by handshake, or any other form of physical contact.

The representative bodies must be informed in advance of the planned face-to-face job interviews, and the reasons for conducting them in this manner. The risk assessment must be submitted along with the justification. If the requirements are not met, all participants can interrupt the job interview for as long as necessary, until compliance is ensured.