

Interview Guidelines for Virtual and On-Site Staff Recruitment: Main and Branch Campuses

Last updated: September 14, 2020

Regular University practices for staff recruiting are changing as we begin to slowly return to normal operations. Hiring Managers and Search Committees who have received approval to fill vacancies are encouraged to evaluate opportunities to conduct candidate interviews via video technology, such as Zoom, Microsoft Teams or other available options.

1. Notify candidates of the virtual interview process.
2. Ensure that the candidate has the appropriate technology to participate.
3. Assure candidates that the virtual process will not affect the consideration of their candidacy.
4. Allow for accommodations, as needed.

Interviewing Virtually or by Phone

1. Be mindful that not every candidate will be able to access virtual interview technology and may need to reschedule or determine an alternate method for interviewing.
2. For bargaining unit positions, please discuss with your HR Consultant to ensure contractual obligations are met and maintained.
3. Test your technology prior to the scheduled interview time.
4. Call the candidate from your work phone number, if possible.
5. Questions must be the same as what you would have asked in an in-person interview.
6. Keep detailed notes.
7. If you plan to record the session, make sure you inform the candidate during the interview and comply with the NM Inspection of Public Records Act.
8. If you plan to video chat with a candidate, make sure you allow them to prepare by letting them know they will be on camera.
9. Be mindful and accommodating of potential audio and/or video delays by allowing extra time.
10. When teleconferencing with a search committee, remind them to mute to reduce background noise and ensure smooth communication.

Interviewing on Campus

If conducting interviews via video technology is not practical and the candidate must travel to New Mexico domestically and/or abroad, the Governor's orders related to travel entering the state are exempted for individuals traveling to New Mexico to conduct business activities. This includes attending interviews. An exception to the UNM Restrictions to Travel and Business Food must be approved in writing, in advance, by the applicable Chancellor, Dean or Vice President. UNM Restrictions to Travel and Business Food can be viewed at hr.unm.edu/cv19/travel-food-restrictions.

Hiring Managers and Search Committees will practice the following safe meeting protocols:

1. Invite external visitors to on-campus meetings only in exceptional circumstances and do not exceed three (3) days for the visit. Consider all online or teleconference options prior to conducting an in-person interview.
2. Prior to conducting an in-person interview, approval must be obtained in writing by the cognizant Chancellor, Dean or Vice President.
3. No more than ten (10) persons may gather in one closed space. The ten-person limit includes the candidate and the search committee.
4. The candidate must be asymptomatic, wear a mask during travel and on campus, monitor daily symptoms, and practice stringent personal hygiene during the trip. It is recommended that he/she have a negative COVID-19 test within three (3) days of traveling.
5. All individuals participating in the interviews – committee members and candidates – must complete the Daily Symptom Screening form and if experiencing symptoms of illness, should not come to campus or attend the interview in person. Further, the ill party should contact the NM Department of Health hotline at 1-855-600-3453. UNM committee members are expected to complete the electronically emailed symptom form and non-UNM committee members and non-UNM employee candidates must complete the paper form (hr.unm.edu/docs/hr/symptom-screening-questionnaire.pdf) which is to be provided daily by the committee.
 - If the candidate is experiencing symptoms, he/she must notify the committee after completing the Daily Symptom Screening form and the committee should offer to hold the interview via teleconference or video conference, or reschedule for when the candidate is feeling better.
 - If a committee member is experiencing symptoms, he/she must notify the committee chair and they should arrange to include the committee member via teleconference or video conference if possible.
6. Each participant will be required to wear a face covering. A disposable mask should be made available for each candidate and committee member.
7. Schedule a room large enough to accommodate the interview process, while maintaining a minimum of six (6) feet distance between each other. Keep in mind the ten-person limit must be followed regardless of the size of the room.
8. Refrain from shaking hands or making close contact with the other committee members and the candidate.
9. Wipe down surfaces using UNM approved cleaning products before the first interview and after each candidate.
10. Wash hands with soap and water for at least 20 seconds between each candidate.
11. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
12. It is highly recommended that refreshments/meals not be included as part of the interview process at this time.
13. Tours of the campus should be conducted by a single individual so that there are no more than two (2) individuals per vehicle. Each person must wear a face covering while in the vehicle. A window should be rolled down approximately three inches to allow for the circulation of outside air.

If you have questions about recruiting, hiring and onboarding as it pertains to COVID-19, please contact clientsv@unm.edu.

For the Faculty Hiring process, please contact the Office of Faculty Affairs and Services at faculty@unm.edu.