

Quinnipiac

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Guidelines for Recording Interviewees

Search Committees may decide to record the applicant's interviews or a lecture or presentation portion of the interview using video, audio or lecture capture. This provides hiring managers and/or search committee members who are not able to be present for the candidate interview the opportunity to participate in the selection process by seeing and hearing what those who were present have seen or heard.

Please bear in mind that any materials (video, audio, or print) pertaining to interviewing and assessing prospective candidates for employment must be handled in a manner consistent with preserving candidate confidentiality. Only those who are directly involved with the hiring process should have access to candidate materials, including recorded materials.

Connecticut is a mutual consent state, which means that by law, all parties to a conversation must verbally acknowledge that it is being recorded.

When recording any portion of the interview process, please use the following guidelines:

1. Inform the candidate in advance that their interview or the lecture portion of their interview will be recorded. Where possible, candidates should be informed of the decision to record their interview(s) in the email confirming their invitation to campus. Send a **consent form** for the video or audio taping for the candidate's review and signature. If this is not possible, notify the candidate in advance and let them know they will need to sign a consent form when they arrive. The form should be returned to the hiring manager or search committee chair prior to the recording portion of their interview and retained in the search file. Consent forms may be obtained from the **Human Resources website on MyQ**.
2. If you are recording a **Skype interview or an Audio interview** and sending a consent form in advance is not feasible, please obtain the candidate's verbal assent to being recorded on the recording itself.
3. Videos will live on the server until the end of the current semester or when the Search Committee Chair lets Academic Technology know when the search is completed, whichever comes first. **If your search is going to go over into the next semester, the Chair should request of Academic Technology that the materials be kept available until the end of the search.**
4. Access to the video or audio taped material should only be made available to selection committee members to preserve candidate confidentiality. Care should be taken in where you view these materials for the same reason.

Best practices for recording any type of candidate interview or presentation:

1. When planning to schedule the recorded interview, give the candidate ample notice to prepare for the interview.
2. Maintain a level of professionalism at all times. Hold all questions until the end of the presentation/interview, limit interruptions.
3. Choose the right location - be sure to conduct recordings in a quiet, non-distracting, private, well lit environment.
4. It is recommended that all cell phones are turned off or set to vibrate/silent.
5. Prior to the interview, be familiar with the necessary technology, i.e. internet connections, Camera. Make sure all the participants have all the required information (the access phone number, the conference code, etc.)
6. Provide a wrap up of the next steps and timeline for decisions.
7. Invite your interviewee to have the last word, allow them to add any final thoughts and/or comments to be recorded.

Video Recordings:

1. Introduce the interviewers by name to the candidate.
2. During the candidate's videotaping of their lecture, the candidate and all selection committee members in attendance should be **reminded** that the camera and audio equipment is operating. Be aware that ALL comments are also being recorded, so exercise discretion in off-hand remarks as well as in direct questions or comments.
3. If videotaping is going to be used as part of the interview process, then it should ideally be used for all candidates being interviewed for consistency.
4. It is recommended that video recordings be created to Quinnipiac's Video Server, MediaSite. The chairperson can set this up by submitting a **Technology Help Request (see below for detail of how to request or create this)**.

Skype Recordings:

Upon beginning of the recording, it is recommended that the interviewer should state his/her name, date of recording, the candidate's name and ask the candidate to provide their verbal assent. Skype interviews recordings should be made using **Camtasia Relay** (www.capture.quinnipiac.edu to download the program using your Quinnipiac log in).

1. For steps on how to use Camtasia Relay, access the link below:
https://myq.quinnipiac.edu/IT%20%20Libraries/Information%20Technology/Academic%20Technology/Pages/CR_Home.aspx or contact Academic Technology for additional assistance.

Audio Recordings:

1. If a written consent is not an option, it is recommended that the interviewer obtain the candidate's verbal assent before the interview begins.
2. Audio recordings may be created using audio conference sites such as Accuconference (www.accuconference.com) to record the call.
3. Simply go online to create a customer account which will provide the 800#, dial in code to assign to each participant and the ability to schedule calls.
4. The audio recordings are held to the customer account only for 30 days. It is recommended that you can put it on a cloud and assign a link to the recording allowing you to share it with other committee members.

Steps to requesting Candidate Presentation recordings:

1. Go to "[MyQ site](#) > Campus Offices > Human Resources > Human Resources Document Library" to download "Interview Consent Release Form." The Release form must be signed by candidate, retained by the Search Committee Chair and returned to Human Resources Recruitment Office as a part of the closed search file.
2. Search Committee Chair (or designated committee member) will then submit a "Technology Help Request" (located on MyQ) to request recording the specific date(s) and time(s). A list of all committee or department members who are authorized to view the video must also be supplied at this time in order to obtain access.
3. Search Committee Chair (or designated committee member) will then be contacted by Academic Technology and Client Services to set up a time for Chair to pick up camera and tripod from the Technology Center.
4. Once the presentation has been recorded, Search Committee Chair (or designated committee member) will return camera and tripod to Technology Center Manager in the Technology Center. The Technology Center Manager will pass along file to Academic Technology who will in turn post the video to MediaSite (Quinnipiac's Video Server). Remember, videos will only be accessible to those people that the Search Committee Chair has request to have access.
5. Videos stay live on the server until the end of the current semester or when the Search Committee Chair lets Academic Technology know when the search is completed, whichever comes first.

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Interview Consent for Video/Audio Recording Release Form

I, (please print name) _____, give Quinnipiac University, permission to video/audio record my interview/presentation for internal use and to be accessed solely by members of the Quinnipiac University search committee. I understand that the video/audio will only be available to the search committee and/or hiring manager and will be stored in a secure location and will not be used for any other purpose than evaluating my candidacy without my explicit written permission. I also acknowledge that my permission to video/audio record my interview/presentation is completely voluntary. I understand at any point during the recording, I can request the recording device be turned off. I release the University, videographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____