

## Communication about Zoom Interview

As the University community continues to work diligently in keeping everyone safe and healthy from COVID-19, many protocols have been put in place to prevent further transmission of the virus. One of the preventive measures is precluding any departments from hosting visitors unless approved by a senior vice president or vice president. For additional information, please visit <http://www.ufl.edu/health-updates/>.

We understand these directives have big impact to many of your business activities, including search committee meetings and interviewing. As a way to navigate around the current guidelines, search committee members and hiring managers may want to consider conducting all search meetings and interviews through [Zoom](#), UF's online meeting platform.

Conducting interviews or search meetings through the telephone is a good option, but through Zoom, interviewers and search committee members will be able to have a richer engagement with each other and the candidates. In addition, the Zoom platform allows up to 300 members to attend each Zoom meeting. Zoom is free and available to all UF faculty, staff and students. Additional information on Zoom can be found by visiting <https://video.ufl.edu/conferencing/zoom/>.

Just like any other search processes, there are some practical points hiring managers and search committees need to consider when conducting an interview via Zoom. Below is a list of some common protocols and recommended tips to keep in mind.

- All interviewees should be provided the same treatment during an interview process. If a hiring manager or a search committee decides to conduct their interview via Zoom, then all candidates should be interviewed through Zoom.
- If a candidate was interviewed in person prior to the campus closing, then it is fine to complete rest of the interviews through Zoom. However, those candidates should be afforded the same opportunity to meet with same members and/or stakeholders just like the candidate(s) who were interviewed face-to-face.
- When scheduling a Zoom interview with a candidate, be sure to provide the candidate the name and contact information of a person whom he/she can contact for further assistance with the Zoom interview.
- To ensure everyone has the most productive experience on the day of the interview, it is highly recommended for the Zoom meeting organizer to test and go over the Zoom platform with each candidate at least one day prior to their scheduled interview time. This will allow the candidate the opportunity to get acquainted and be comfortable with the Zoom environment and work out with the meeting organizer any technical issues the candidate may encounter.
- Each hiring manager or search committee member should visit <https://ufl.zoom.us/> and then select the "Test Meeting" link to perform a quick test of connection, sound, and video. This should be done days prior to the interview.
- On the day of the interview, it would be good for all in the interviewing party to sign into the Zoom interview prior to the scheduled time. This will allow all members and the candidates to start the interview on-time.

- A best practice is setting up the Zoom meeting with a “waiting room”. This will allow the organizer to admit the candidate after all interviewees have been admitted into the session and ready to start engaging with the candidate.
- Before starting an interview, it is recommended to make sure everyone can hear each other clearly. If someone is having a hard time with their audio, then you might want to recommend them to call into the session by using one of the telephone numbers provided in the invite.

### Search committee meetings

When a search committee schedules to meet virtually through Zoom, the search committee is still required to meet the requirements of the Florida Sunshine Law. Below is a list of requirements to consider.

- If a search committee is holding a meeting via Zoom and there is not a physical room for the general public to participate in the meeting, then the link to the meeting must be included in the public meeting announcement.
- No two search committee members should talk about the search over Zoom or in any venue outside of public meeting time. When two or more search committee members meet (in person or virtually) to talk about a search, such discussion should be held in a public meeting setting where it is accessible to the general public.
- No search committee meetings should be held over the email or any platform that is not open to the general public.
- Since a search committee meeting is open to the general public, the search committee chair might want to remind the general public not to make any comments until at the appropriate time in the meeting. It is recommended for a search committee to allot 15 minutes prior to the end of each meeting for general public comment.

If you have any questions about hosting an interview or a search committee meeting over Zoom, please don't hesitate to contact Talent Acquisition and Onboarding by either emailing [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) or calling 352-392-2477.