Guidelines for Job Interviews Held During the Coronavirus Pandemic

The effects of the coronavirus pandemic are felt in various areas in both our private and professional lives and are lasting longer than was expected weeks ago.

With respect to hiring new employees, it was often possible to work around this issue by postponing possible job interviews in the first few weeks. But in many cases this is no longer an option, as it is necessary to fill certain positions.

This calls for guidelines and regulations to ensure that necessary job interviews can take place at RWTH in the near future.

In principal, it has been determined that for all of RWTH, in-person appointments should only take place if absolutely necessary and only if the distance and hygiene regulations can be ensured. Job interviews are considered to be one of these exceptions.

In order to keep the risk of infection as low as possible for all those involved in job interviews, the following general conditions, which have been agreed on by the Staff Councils, the Representatives for Staff with Disabilities, the Equal Opportunities Officer, the Occupational Safety Department, and the Department of Human Resources, must be observed:

- Only a maximum of five applicants should be invited for an interview. The times should be chosen so as to avoid unnecessary contact. If no suitable candidate can be selected after these first interviews, a second round must be scheduled.
- If all participants agree, interviews can also be conducted using video conferencing tools (Zoom, MS Teams). A recording of such conversations is not permitted for either party. Applicants must be made aware of this fact.
- Job interviews should last no longer than 30 to 45 minutes.
- The number of people attending the interview should be kept to a minimum, while, however, still granting the respective Staff Council, the Equal Opportunities Officer, and the Representatives for Disabled Staff the right to participate.
- A minimum distance of 2 meters must be maintained between all persons (To calculate the required room size: the first person must be allotted 8 m², each additional person 6 m².) Any deviations from this must first be cleared with the Occupational Safety Staff Unit. The RWTH Guest House can also assist in booking a room that has been specially equipped for job interviews (plexiglass partitions, minimum distance requirements). In addition, the central room booking service can also assist with booking other rooms.
- Rooms must be ventilated regularly: Open the windows for 5 minutes (10 on hot summer days) after each applicant has left the room.
- Along with the invitation to the interview, all applicants must be sent the "General Measures for Infection Control/Hygiene Rules" currently in force at RWTH.
- Face masks should be on hand during the interview if it becomes necessary to wear one.
- During the job interview, avoid any unpackaged food items, e.g. offer only individually wrapped sugar or cookies.
- In the nearby bathrooms, the instructions for "Washing your hands properly" must be hung up.
- Individuals with respiratory symptoms (unless they have been cleared by a doctor, i.e. diagnosed with a regular cold) or fever may not take part in any interviews (in accordance with the SARS-CoV-2 occupational safety standard of the Federal Ministry of Labor and Social Affairs). A note to this effect must be included in the invitation to the interview.
- Disabled applicants must be informed in the invitation to the interview that they should immediately contact the Representatives for Disabled Staff (sb-vertr@rwth-aachen.de) if any special considerations have to be taken into account with regard to the above-mentioned general conditions.