

# Remote Interview Protocol

## Introduction

Dublin City University strives to foster a culture amongst its staff and student community that is open, collegial, collaborative, student focused and ambitious. These values reflect a commitment to equality, educational opportunity, social justice, ethical behaviour and academic freedom. In applying open, transparent and merit based effective recruitment and selection procedures the University strives to attract and retain high quality staff that share and live our values.

## Principle

Candidates for all grades can be interviewed remotely using the available technology applications of 'Skype' or Google Hangout/Meet subject to adhering to the following conditions:

## All Grades Excluding Research

- Should a candidate be interviewed remotely and be ranked as first appointable by the interview board he/she will be required in all instances to attend a face to face interview in person with a reconvened full interview board in order to finalise the appointment
- For relevant academic roles - an in person teaching presentation will also be required with a reconvened interview board. For further details, please refer to the Teaching Assessment guidelines at the following link  
[www.dcu.ie/sites/default/files/hr/teaching\\_assessment\\_policy.docx.pdf](http://www.dcu.ie/sites/default/files/hr/teaching_assessment_policy.docx.pdf)

## Research Grades

- Candidates interviewed by a full board can be appointed following a remote interview for the following research grades:
  - Research Assistant
  - Postdoctoral Researcher
  - Research Fellow
  - Senior Research Fellow

## When Remote Interviews Should be Used

Remote interviews may only be used to interview candidates based abroad. It should not normally be used for candidates based in Ireland.

**Candidate Interview Location**

A candidate interviewed via remote interview should be in a location deemed appropriate for an interview such as an office, living room or study. It is not appropriate for a candidate to be in a location such as a bedroom, car or outdoors.

**Appropriate Devices**

The remote interview must be conducted (on the candidate's side) using a fixed camera device such as a laptop or tablet. A mobile phone is not considered an appropriate device.

**Test Call Requirement**

Please note that a remote interview will only be facilitated if a successful test call has been conducted with the candidate in advance of the interview date. The test call should take place during normal business hours (Irish time).

**DCU Remote Interview location**

Remote interviews will normally be conducted in HR Boardrooms 1 & 2 on the Glasnevin campus.

*Last updated January 2020*