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# Post Covid Resources

# Navigating the onsite interview minefield

## Overview

Following Covid-19 lockdown businesses have implemented many measures to reduce the risk of infection. Most have re-organised workspace layout and severely limited the number of people on-site practically eliminating visitors. This throws up many challenges for receiving candidates on site for interview and so requires a risk assessment and some planning for the process.

## Key Points

1. Plan who needs to see the candidate, for how long and where you can safely do so.
2. Consider and risk assess the candidate journey within your buildings so you can evaluate risk at each stage.
3. Set expectations for the candidate
4. Contact and confirm the day before
5. Arrival procedure / PPE?
6. Try to make it normal

## Plan

Ideally you want to minimise waiting time and any non-essential contact. Understand who needs to spend time with the candidate, how long for and think about where you can do this. Avoid keeping the candidate waiting in reception or other potential high traffic areas. Be careful about scheduling to ensure the candidate is not kept waiting between seeing different people or areas. Make sure everyone is ready to go. Planning and structure for the interview are always important but in these circumstances they are more important than ever. To be thorough, find out what you need to and get the candidate to perform to their potential in a short time, a structured process is essential.

## Consider and Risk Assess the Journey

To avoid potential for contamination and infection try to interview in a space as close as possible to the entrance. Consider things like a signing in process (for fire safety) that avoids the candidate touching anything, e.g. have your staff sign them in and out rather than them filling in their own form / badge. Ensure the interview space is large enough to provide for adequate distancing. Remember the risk of infection increases with proximity and duration; so ideally you want to aim for good distancing but also the shortest possible contact time. If the candidate needs to visit different parts of the site can this be done by traveling outside the building? If not are corridors and routes through workspaces large enough to maintain safe distance? Can transit be planned for when the fewest number of staff will be around or can you temporarily restrict movement of staff to allow safe passage through the building.

Consider all touch points and ensure adequate cleaning afterwards.

## Set Expectations

Interviews can be tense situations at the best of times so set clear expectations for the candidate; both in terms of what you expect from them and what they should expect. It will not be a normal interview and as mentioned above waiting and even contact time should be minimised so setting expectation will avoid it feeling hurried. If workwear and or PPE is required ask the candidate to bring their own or have pre-sanitised kit available when they arrive. Advise what the timetable and process will be for the interview, e.g. face to face meetings with who, site tours or trials, wrap up meeting etc. It may seem trivial but advise the candidate to bring their own drink so you don't have to prepare one and then manage their cup / glass afterwards. A dry mouth an tickly cough during the interview could be very unsettling for everyone in addition to any risk the cough may present. Ask the candidate if they have any concerns or things they wish to raise before the interview.

## Contact and confirm

Very simply: contact the candidate the day before the interview. Confirm they have no symptoms and are able to attend the interview. You will also be able to confirm no issues have arisen on your site and re-iterate the process for their visit to site.

## Arrival / PPE

To minimise the risk of infection ensure the entrance will be clear at their time of arrival and that there will be safe distance for any reception staff. A number of employers have instituted temperature checks for anyone entering their site so if you plan to do this ensure it is as soon as they arrive on site. Minimise waiting and touch points. Have a sanitisation process for any unavoidable touch points. Where workwear or PPE ideally they will bring their own but if necessary have these available as they arrive and provide for bagging / decontamination as they leave.

## Try to Make it Normal

After all we have just said this sounds almost crazy, but remember you want the candidate to perform well just as much as they do. Try to put the candidate at their ease and make allowances for the awkwardness of the distancing / PPE etc. The setting of expectation will of course help but on the day remember that interviews are human interactions with all the variability that that brings.



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