BALL STATE UNIVERSITY
Office for People and Culture

Preparing to Record an Interview

General Rules

1. Obtain the 'Informed Consent Form' in Appendix III and have it available for use in the process.
2. Inform the applicant that the interview will need to be recorded as soon as possible.
3. Informed consent can be received:
    a. By signing face-to-face for on campus interviews
    b. By signing electronically for web-based or phone interviews
4. Retain completed form in applicant's file.
5. After recording the interview, save the recording on a drive or reference where the recording is electronically located in the file. Be sure to include this with the documentation submitted to the search file at the end of the search process so it can be retained for 3 years.

Best Practices for Preparing to Record an Interview

1. Give the applicant ample notice to prepare for the interview. If the interview is being conducted through a web-based platform, the applicant may need more time to return the form than in person.
2. You must have the interviewee's signed 'Informed Consent Form' before you can begin the interview.
3. Maintain professionalism at all time and remember your Search Committee Training.
4. Choose a location that is quiet, non-distracting, private, and well lit.
5. Turn off cell phones, laptop sounds, or any other noise that could be distracting during the interview.
6. Prior to the interview, familiarize yourself with the necessary technology and ensure everyone has the required information to participate (call in number or access codes/invite to web-based interview).
7. Invite the interviewee to ask questions at the end of the recording so that any final thoughts are also recorded.

Best Practices for Recording the Interview

1. Introduce the interviewers by name to the interviewee.
2. Everyone participating should be reminded that they're being recorded. Be aware that all comments are being recorded, so exercise discretion and remember your Search Committee Training.
3. If possible, all interviewees for the position should be recorded for consistency. Consult Employee Relations if this is not possible.

Employee Relations
Muncie, Indiana 47306
Phone: 765-285-1843 I Fax: 765-285-5615
emprelations@bsu.edu

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Issues with Recording Interviews

Applicants may not have equal access to technology and hiring managers/committees should be aware of the barrier or advantage this could give some over others. Some may have a desktop or laptop, while others are using their phone or a friend's phone. Some may have access to high-speed internet services, but others may live in rural areas that lack a good connection. These factors can influence the unconscious and subconscious bias of how they're rated, so it is important to reflect on those biases and not allow them to influence the final decision. If the position requires knowledge and access to these items where the hiring manager/committee feels that their abilities to manage technology should be part of the evaluation, the applicant should be made aware that they are being critiqued on the technology aspects as well beforehand.

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Consent Form for Recording and Transcribing Interviews

Position: _____

Interviewee's Name: _____

Date of Recording: _____

This consent form covers only the interview/s for the position listed above. Only search committee members and administrative professionals involved in the hiring process will have access to this audiotape or the transcript.

By signing this form, you are consenting to Ball State University video/audio recording your interview/presentation for internal use and accessed solely by members of the University search committee. 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 the candidacy without explicit written permission. Signing this form acknowledges that granting permission to record this interview/presentation is completely voluntary. At any point during the recording, the interviewee can request the recording device be turned off.

Interviewee's Name: _____

Interviewee's Signature: _____

Interviewee's Address: _____

_____

Interviewee's Phone: _____

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