

CPSMA Guidance Note on holding face to face interviews during the Covid-19 Pandemic

Where face to face interviews are being conducted on the school premises, Boards of Management should refer to the risk management advice set out on page 3 of the DES document [Important Information for school staff accessing schools on the 18th May 2020.](#)

In addition, Boards of Management should consider the following:

- To ensure safe access and egress, there should be separate points of entry and exit to the school, where possible.
- The interview environment should be a well ventilated space, which can facilitate 2m social distancing.
- Additional time should be factored between interviews to allow members of the Interview Board to leave the room and take time away (preferably outdoors) from the interview environment.
- The designated room should be arranged and labelled in accordance with social distancing guidelines – see [HSE Resources and Posters](#) for useful signage.
- Candidates should be asked to attend only at the appointed time, so that they can be brought directly to the interview room. This would require factoring additional time between interviews to:
 - Ensure that candidates do not meet one another while waiting
 - Allow for the necessary cleaning of surfaces between interviews
 - Provide the Interview Board with an opportunity to leave the interview room at intervals
- Boards could consider asking candidates to wait in their car, until they are contacted on their mobile phone by a designated school contact person.
- All non-essential areas should be closed off i.e. rooms where access is not required. This will minimise common touch areas e.g. handles etc.
- Common touch areas should be cleaned after each interview.
- Hand sanitiser should be made available at the point of entry to the school, in the Interview room itself, in the toilets that are designated for use by candidates and other personnel and at the point of exit from the school premises.
- Toilets should be sanitised after each use.
- A sign in sheet for each individual involved in the interview process with Date/ Time/ Name/Contact Number should be made available for the purpose of contact tracing (see Appendix A).
- Individual water bottles should be provided to all Interview Board members and candidates, with single use recyclable/compostable cups.
- On completion of the interview, candidates should be thanked for attending, but should be respectfully requested to leave the building without delay via the designated exit route.

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Invitation to Interview

When inviting candidates to face to face interviews, all interview candidates should be advised of the health and safety protocols that will be put in place to ensure the health and safety of all involved in the interview process.

As much of the above detail as is appropriate and relevant should be included in the invitation to interview letter. Please click on the following link for a [template letter of invitation to a face to face interview](#).

Include the [COVID-19 Interview Participation Form](#) and request candidates to return the form at least three days before the interview. Note that the Interview Board members and other personnel involved in the process should also complete this form.

Advise that you will look forward to welcoming them to the school and that the required social distancing, and the requirement not to shake hands, should not be viewed as an absence of that welcome.

Please note that Boards should check the status of both updated [HSE social distancing protocols](#) and the [Roadmap for Reopening Society & Business](#) to ensure that the measures that are put in place for face to face interviews reflect the provisions in place at the time.

Appendix A

School Contact Tracing Log for Face to Face Recruitment Procedures

Name of School: _____

Address of School: _____

Designated School Contact Person _____

School Contact Phone Number/email address _____

Date of Interview/Meeting: _____

Note: Separate logs should be maintained in respect of different stages of the recruitment procedure, i.e. meetings, interviews etc.

Name of Visitor	Time of Entry to school	Time of Exit from school	Contact details of visitor	Name of any other person (outside of Interview Board) that the visitor met	Length of time spent with each person in the school (excludes time spent at Interview)

Note: Please complete separate forms for each individual. This form will be retained for no longer than the purpose for which the information was obtained. It will be shredded thereafter.