Circular No. 41/2020
Job interviews in the “safe operations” phase

Dear Sir or Madam,

With this circular, we are informing you on how to proceed with selection processes in the current situation. In recruiting, gaining a personal impression of a candidate is of particular importance, which is easier to realize in a face-to-face meeting than via audiovisual tools.

In accordance with § 4 para. 1 CoronaSchVO and item 7 of the general ruling for universities (Allgemeinverfügung Hochschulen), official events are once again possible if certain conditions are met. The hygiene and safety concepts to be adopted are based on the risk assessment (RA) for events with up to 20 participants and can be implemented by all departments and offices on their own authority.

Please find applicable practical measures in our section with information on the coronavirus:


Find the risk assessment template under the following link:


Please note the following special provisions for organizing job interviews during on-site operations:

- While comprehensive instructing of candidates is not required, the invitation letter must state that mouth and nose covers must be worn in the entire building and that general hygiene and safety measures must be respected.
- The invitation letter must also contain information about access rules, traffic routes, etc.

If, for any reason, interviews can or should only be conducted online (e.g. because candidates belong to a risk group), please ensure that interviews are conducted in the safest way possible, taking into account individual circumstances.
It is the University’s priority to use secure conference tools to manage sensitive situations (e.g. job interviews) wherever possible.

We are expecting that University IT (HRZ) will be implementing a new service for sensitive virtual communication on university matters in the near future.

Until then, you have the following options for conducting job interviews:

- **Video conference via DFNconf.** Availability of this service currently depends on the time of day or, respectively, network utilization, which might make it too unreliable for a sensitive matter such as a job interview.

- **Zoom** is currently the only video conference tool with reliable service. This service, however, poses data protection issues as conferences are processed in part via US servers, meaning that German data protection standards safeguarding personal information do not apply throughout. This is why Zoom will usually only be used when there is no alternative.

**Staffing decisions should be made on the most solid grounds possible. This means that most shortlisted candidates should be invited to a personal interview on site.**

For support and advice in planning a job interview, please contact your responsible HR department.

For questions on hygiene and safety concepts, please contact Occupational and Environmental Safety at arbeitsschutz@uni-bonn.de.

Sincerely,

Holger Gottschalk

Provost