

Participating in an Interview Via Web/Video Conferencing Agreement

The Office for the Prevention of Harassment and Discrimination (OPHD) utilizes web/video conferencing and phone to facilitate the interview process when in-person interviews are not possible or convenient for one or more participants.

The following procedures and practices have been developed by OPHD to ensure that university policy and procedures are followed during the course of the interview, and to protect the privacy of all participants and the integrity of the investigation process. By participating in an interview you acknowledge that you agree to abide by the following procedures and practices.

If you have any questions or concerns about procedures and practices, please contact the investigator or the Director/Title IX Officer at ask_ophd@berkeley.edu.

Procedures and Practices for Web/Video Interviews

Interview Set-Up

OPHD utilizes a variety of web/video conferencing tools. Regardless of the tool used, when the investigator arranges the interview you (and your advisor and support person) will be sent information about how to access the interview session. Additionally, the investigator will set-up the interview utilizing current available security features and functions of the web/video conference platform being used to:

- Utilize a password when setting up the interview and make that password available only to authorized participants
- Enable a “waiting room” function or other mechanism to limit participation to authorized individuals
- “Lock” the interview environment after authorized participants have joined the interview to prevent unauthorized individuals from accessing the interview
- Not permit the audio or video recording of the interview
- “Chat” with the host (investigator) only
- Not permit the saving, printing or capture of any chat messaging or transcripts
- Not permit recording of any audio or video in any “side rooms,” “waiting rooms,” “break out rooms,” and other “private room” functions

Prior to the Start of the Interview

Prior to the start of the interview, the investigator will explain the interview process, including how the interview will take place and what protocols will be followed during the interview including:

- A request that participants provide a phone number at which the investigator can reach participants should there be a disruption in the web/video conference tool being used or a disconnection occurs
- A request that all participants audibly confirm that each participant is not recording any portion of the interview by any means or device (Interviews are not to be recorded either in part or in whole by anyone)
- Communication by any means or device with anyone other than the investigator is not permitted except with your advisor and/or support person during breaks or pauses approved by the investigator
- Prior to the start of each interview session or resumption of each interview session, the investigator may ask each participant to identify who is also in the room with the participant
- "Screen sharing" functions will be turned on by the investigator and utilized as needed and agreed to by the investigator
- Any participant who is disruptive to the interview or is impeding the progress of the interview or not abiding by these protocols or procedure may be dismissed from the interview
- Breaks or pauses in the interview will be granted by the investigator after the completion of an answer to a question and not before or during the response to a question. Whenever a break or pause in the interview is needed:
 - tell the investigator of the need for a break using the most appropriate and least disruptive communication method: a) use the chat function; b) make a waving motion; and/or c) state that a break is needed
 - the investigator will pause the interview and agree on a time limit for the break and time to resume the interview
 - each participant will mute the audio and stop the video function during the break and then unmute and begin the video function at the end of the break
 - no communication with any other person by any means about the content of the interview other than with your advisor and/or support person

By participating in the interview you acknowledge that you agree to abide by these procedures and practices.