REGISTRATION AND ACCREDITATION BOARD

Registered Animal Technologist (RAnTech) interviews by video call

GUIDANCE NOTES

INTRODUCTION

In person interviews are preferred however virtual interviews for Registered Animal Technology (RAnTech) are available when in person meetings are not possible through time restraints or resources or in support to a reasonable adjustment request.

OBJECTIVE

- Ensure a fair and professional virtual interview process.
- Maintain consistency and transparency across all virtual interviews.

IN PERSON INTERVIEW AVAILABILITY

- During Congress
- Availability of local interview panel
- Six or more candidates
- In support of a reasonable adjustment request

TECHNOLOGY REQUIREMENTS

- Use approved video conferencing tools (e.g., Zoom, Microsoft Teams).
- Conduct a technology test prior to the interview date.
- All participants ensure they have a stable internet connection and functional equipment.

SCHEDULING

- Coordinate with candidates to accommodate different time zones.
- Send invites with links to the virtual meeting at least 48 hours in advance.
- Interview panel will have prior sight of candidate's application and supporting documents including CV.
- Reschedule interview if candidate or member from the interview panel have connectively issue that cannot be resolved in a prompt time frame.

ENVIRONMENT

- Choose a quiet, well-lit, and professional location.
- Minimize background noise and potential interruptions.
- Candidates must not have access to any material that could benefit their interview performance i.e., closed book interview.
- Candidates must be alone in the room while on the call with the interview panel.

- Interview panel will consist of a chair plus two others and consist of a mix of genders.

CONFIDENTIALITY

- Prohibit recording of the interview unless consent is given by all parties.
- Questions must be kept confidential and not shared with others.

TECHNICAL ISSUES

- Have a backup communication plan (e.g., phone call) in case of technical difficulties.
- Allow time to resolve minor technical issues and reschedule if needed.