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On occasion, EMSWCD staff (supervisors and non-supervisors alike) may be asked by members of the public (or partner staff) for an “informational interview.” People requesting informational interviews may be job applicants, people interested in applying for a job, or people who simply want to know more about EMSWCD. While one has to be careful on both ends of an informational interview, informational interviews are not uncommon and are typically considered a good job seeking or career development practice.

Note that for open positions, recruitment teams (see Policy 1.1.4), immediately upon formation, will determine on a case-by-case basis whether informational interviews may be provided by any EMSWCD staff for the open position that is being recruited for.

In consideration of the above, EMSWCD staff should generally be receptive to informational interviews. If staff have the time and feel confident that they can follow the guidelines below, staff should feel free to provide informational interviews if one is requested of them. In doing so, staff should let the hiring manager know if the person requesting an informational interview has applied for or is interested in a current open job position. Also, staff should let their supervisor know and not allow the informational interview to impact their work. If staff decline an informational interview and if the person requesting the interview is a job applicant or a pending job applicant, the staff member should let the vacant job position’s supervisor know as it may be possible to refer the person requesting the interview to someone else.

When performing an informational interview, staff should:

- Offer the same opportunity to everyone (i.e., if EMSWCD offers one person an informational interview upon request, then EMSWCD should offer the same thing to anyone else who asks).
- Limit the informational interview to approximately 30 minutes.
- Answer questions related to who, what, when, where, why, and how we do our work.
- Answer questions about the position (if there is a specific position that they are interested in) only to the extent that the answers are known.
- Let the vacant position’s supervisor and staff’s supervisor know.

When performing an informational interview, staff should not:

- Ask the interviewee numerous substantive questions about the interviewee’s background and experience as this is an opportunity for the public member to find out about EMSWCD, not EMSWCD’s opportunity to find out about the public member.



- Discuss things related to protected statuses or protected activities (see examples in the illustrations below).
- Answer questions that can easily be answered through EMSWCD's website (e.g., strategic plan, annual work plan, budget, and staffing).
- Answer questions for which the answers are not actually known.
- Continue the meeting if the person is trying to get help obtaining the job inappropriately.
- Let the interview impact work; if staff do not have time the request should be declined.

APPLICANTS CANNOT BE DISCRIMINATED AGAINST BASED ON:

PROTECTED STATUS EXAMPLES

- | | |
|-----------------------|------------------------------|
| ▪ Race/color | ▪ Pregnancy |
| ▪ Religion | ▪ Veteran status |
| ▪ Sex | ▪ Being a smoker |
| ▪ Sexual Orientation | ▪ Disability |
| ▪ Gender Identity | ▪ Perceived disability |
| ▪ National origin | ▪ Past history of disability |
| ▪ Citizenship | ▪ Political affiliation |
| ▪ Age/18 & older | ▪ Expunged juvenile record |
| ▪ Marital status | ▪ Genetic Information |
| ▪ Family Relationship | |

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APPLICANTS CANNOT BE DISCRIMINATED AGAINST BASED ON:

PROTECTED ACTIVITY EXAMPLES

- Use of workers' compensation
- Opposing harassment
- Testifying in employment proceedings
- Use of family medical leave
- Complaining about safety/health hazards
- Military service
- Jury duty service



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APPLICANTS CANNOT BE DISCRIMINATED AGAINST BASED ON:

MORE PROTECTED ACTIVITY EXAMPLES

- Association with a person of a particular race, religion, gender, disability, etc.
- Union activity
- Garnishments
- Complaining about unpaid wages
- Refusal to take polygraph test or blood/breathalyzer test (without reasonable suspicion)
 - It is unlawful to require these tests

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