

Guidelines for Recording Candidate Presentations for Virtual and On-Campus Visits

1. **The appointing authority determines whether any recordings may take place in the unit and is responsible for ensuring the guidelines below are followed;** there is no expectation that candidate presentations “should” be required.
2. **Interviews should never be recorded.** Only candidate presentations (via Zoom or in person) such as job talks or town halls may be recorded.
3. **If there are likely to be issues with confidential research that may give rise to data security or export control issues,** then the presentation should not be recorded.
4. **Candidate presentations can be recorded only if all candidates agree.** If the appointing authority permits the recording of candidate presentations and a search committee desires that candidate presentations be recorded, then before any candidate presentations take place, the search committee chair must ascertain from each candidate whether they agree to have the presentation recorded. This agreement should be documented. No information about whether the public research presentation/town hall will be recorded should be shared until all candidates have confirmed their willingness to have their presentation recorded, as the identity of any candidate who does not wish to be recorded must be kept confidential.

Suggested talking points for discussions with candidates about recording a talk/presentation:

- Do not inform the candidate that all candidates must agree to be recorded in order for any talk to be recorded, as this might pressure the candidate to agree to be recorded.
- Let the candidate know why it would be helpful for the unit to be able to record the talk.
- Let the candidate know that if there may be issues with confidential research that may give rise to data security or export control issues, then the presentation should not be recorded.
- Inform the candidate that any video or audio recordings of candidates, whether hired or not, that are created as part of a search process must be retained as part of the search committee files consistent with the Department of Labor regulations via 20 CFR Ch. V § 656.10.f and held by the Unit HR Office. Recordings are to be retained for 3 years when the candidate hired does not require visa sponsorship and 5 years when the candidate hired requires visa sponsorship. The recordings will be stored securely in Kaltura for viewing by those involved with the search only; once the search concludes, only the unit HR office will have access until such time as the recording is deleted.



5. **If recorded, all participants (candidate and attendees) must be made aware that the presentation is being recorded and that the presentation is viewable only for a short time** (see #5 below). Any video or audio recordings of candidates, whether hired or not, that are created as part of a search process must be retained as part of the search committee files consistent with the Department of Labor regulations via [20 CFR Ch. V § 656.10.f](#) and held by the Unit HR Office. Recordings are to be retained for 3 years when the candidate hired does not require visa sponsorship and 5 years when the candidate hired requires visa sponsorship. Please contact the Office of Records Management or Penn State Global for more information about these requirements.

6. **Recordings retained must be stored in Kaltura** (see box).

- All Zoom recordings are automatically uploaded into Kaltura. Click [here](#) for information about how to access a Zoom recording in Kaltura.
- The search committee chair or their designee may share the link to the recording in Kaltura with those involved with the search for a short period of time (e.g., one or two weeks) during the search period. Information about how to share a link to a recording in Kaltura is available [here](#).
- When access to the unit recording ends, the head of the search committee or their designee is responsible for removing access and transferring ownership of the recording within Kaltura to the unit HR office. Information about how to change the owner of a recording in Kaltura is available [here](#).
- After that time, access will be restricted to the unit HR office, which will be responsible for retention and deletion.

Kaltura Settings

Kaltura can be accessed at <https://cmm.psu.edu/kaltura/> and training resources are available at <https://itld.psu.edu/learning-path/kaltura-learning-path-mediaspace-users>.

Kaltura automatically retains recordings for 3 years and provides a notification to users of that. If further retention is required due to litigation holds or the 5-year period above, the recordings can be easily downloaded. Recordings can also be easily deleted in Kaltura if they are no longer needed.

Recordings must be set to “Private” under the publishing “Publish” settings so only the media owner and media collaborators (aka those it is shared with) can view it. Collaborators can be added and owners can be edited under the Kaltura “Collaboration” setting.