

Author: Direction des ressources humaines

Date : April 19, 2024

Object: Note on videoconference audition procedures for candidates in external and internal competitions and professional selection exams organized by Inria.

Nature : Information

Recipients: Members of the Management Committee, scientific delegates, head office administration delegate, center administration delegate, legal affairs delegate, human resources managers, HR department managers, head of the shared HR management service.

Distribution: no restriction

Version: Version no. 3, part of an evolution in legal texts.

Context

This note describes the procedures for recruitment by videoconference for candidates in competitions and professional examinations organized by Inria.

Texts of reference

- Research code ;
- Decree no. 2017-1748 of December 22, 2017 setting the conditions for using videoconferencing to organize access to the State civil service;
- Order of December 22, 2017 setting the conditions for using videoconferencing to organize access to the State civil service.

Beneficiaries

Candidates are authorized to use videoconferencing to take part in an audition for an external or internal competition or professional selection exam organized by Inria in these following cases:

- justifying a particular situation related to health, disability or pregnancy, subject to the production of a medical certificate from an accredited doctor mentioning the videoconferencing accommodation;
 - living abroad or overseas.
-

Videoconference venue

Candidates authorized to audition by videoconference may do it either from an Inria location other than that designated for the presential audition at Inria, or from another establishment able to meet the technical and organizational conditions set out below.

Requirements for setting up a videoconference audition

To guarantee the effective participation of jury members and candidates, Inria and the institution implementing the videoconference for the candidate must ensure that the appropriate organizational and technical conditions are in place.

Organizational conditions

In order to implement the videoconference audition under optimum conditions, 4 key contacts need to be identified:

- The HR department organizing the competition/examination: it is responsible for planning the implementation of videoconferencing in accordance with the procedure set out in this note. It is the key contact for the other players. He/she can be contacted throughout the audition.
- The Inria technical correspondent: he/she is responsible for carrying out functional tests prior to the videoconference, and for ensuring that the system operates correctly during the audition.
- The distant site's technical correspondent: he/she is responsible for carrying out functional tests prior to the videoconference, and guaranteeing that it works during the audition.
- The distant site referent: guarantees the conditions required to set up the videoconference (mobilization of the distant site's technical correspondent, authentication of the candidate, confidentiality of the host site) and ensures surveillance during the audition. He or she is responsible for ensuring that the videoconferencing system continues to operate, and for calling in the technical correspondent if necessary.

Also, the candidate may be accompanied during the audition by a person in charge of providing medical aid or assistance due to a disability or health problem.

Technical conditions

To guarantee the effective participation of jury members and candidates, Inria and the establishment setting up the videoconference for the candidate must ensure:

- sufficient network throughput for continuous, real-time transmission of visual and audio information;
- authorization of H.323 or SIP protocol flows in the network filtering rules between the establishment and the Inria videoconferencing system;
- the provision of dedicated videoconferencing equipment, compatible with the H.323 or SIP protocols;
- the security and confidentiality of transmitted data, through the use of encryption functions (such as TLS, H.235, AES) depending on the capacity of the equipment used;
- the availability of technical staff to set up and run the videoconference.

Application process

1- When the competition/examination campaign is launched, Inria specifies in the opening order the date before which candidates must request the use of videoconferencing;

2- As soon as the candidate is aware of the admissibility of his/her application to the competition/examination, and at the latest within 2 working days of receiving his/her invitation to the auditions, the candidate eligible for the scheme (see "Beneficiaries" section) and wishing to benefit from an audition by videoconference must submit a written request to the organizing HR department. The request must state the reasons for the request, and be accompanied by medical evidence from an approved doctor, or proof of residence abroad or overseas. It must include a duly completed application form, giving the identity and address of the distant site authorized to offer videoconferencing, as well as the surname(s), first name(s) and e-mail address of the technical correspondent and contact person for setting up the system¹.

In exceptional cases, and when justified by urgency, a candidate may request the use of videoconferencing after the date set by the opening order. This request will be submitted to Inria's General Management for approval.

3- If the application is inadmissible (applicant's situation does not correspond to the beneficiary criteria, or absence of a written application, supporting documents or duly completed form), the organizing HR department will inform the applicant in writing within 3 working days of receipt of the application.

3bis - If the request is admissible, the organizing HR department, as soon as possible:

- informs the jury president;
- book the videoconferencing meeting room in the diary² and make a request via the Inria support portal for a secure videoconferencing line³;
- contacts the contact person at the distant site to validate the process;
- contacts Inria's technical correspondent and the distant site's technical correspondent to carry out a technical test, which must guarantee that the connections are operational and that the audition can be accompanied by the projection of a document.

4- If the technical test is satisfactory, the technical form stating the favorable opinion and recalling the technical conditions for connection to the videoconference meeting is signed by the organizing HR department, by the Inria technical correspondent, by the technical correspondent of the distant site and by the referent person of the remote site⁴. The organizing HR department informs the candidate (by e-mail, followed by a letter with acknowledgement of receipt) that he/she has been authorized to attend a videoconference audition, with a copy of the favorable opinion form mentioning the connection details.

4bis – If the technical test is unsatisfactory, the form stating the unfavorable opinion is signed by the organizing HR department, the Inria technical correspondent, the distant site technical correspondent and the distant site contact person. The organizing HR department immediately informs the president of the jury and informs the candidate (by e-mail, followed by a letter with acknowledgement of receipt) of the impossibility of setting up the videoconference, with a copy of the unfavorable opinion form. The candidate must then consider attending the face-to-face audition scheduled on the invitation.

¹ See attached application form

² HR departments are asked to make room reservations in the diary as soon as they are aware of the audition dates, in order to guarantee the availability of a room.

³ The booking procedure is available here:

https://wiki.inria.fr/support/Demande_d%27une_visioconf%C3%A9rence_priv%C3%A9e

⁴ See attached technical form

Audition procedure

During the audition

- Inria's technical correspondent must be present at the start of the session to ensure that the meeting is properly set up, and must be available throughout the audition to intervene in case of any technical problems.
- The technical correspondent for the distant site must be present at the start of the session to ensure that the meeting is properly set up, and must be available throughout the audition to intervene in case of any technical problems.
- The candidate's presence on the distant site indicated on the form is confirmed by the person in charge of the distant site. This person undertakes to guarantee the conditions under which the audition will take place.
- The person in charge of the distant site is responsible for certifying the identity of the candidate and, if applicable, of the person responsible for providing disabled or medical assistance to the candidate. Throughout the audition, he/she ensures that only the candidate, the person providing assistance and him/herself are present in the room. He/She then has the candidate sign the sign-in sheet, and sends the original to the organizing HR department by registered mail with acknowledgement of receipt.
- Once the connection has been established, the president of the jury reminds the candidate of the rules and duration of the audition.

Technical faults

In case of technical failures affecting the quality of the videoconference, its duration may be extended by the duration of the failure or postponed under the following conditions:

- when the technical failure leads to an interruption of less than half the duration of the oral test, audition or interview, its duration may be extended by the duration of this failure;
- when the technical failure leads to an interruption of more than half the duration of the oral test, audition or interview, the latter is resumed or postponed. The first interrupted performance is not taken into account when assessing the candidate.

The decision rests with the president of the jury or his/her representative. This decision must be recorded in the transcript.

At the candidate's request, the transcript will record the perception expressed by the candidate at the end of the oral test, audition or interview, and the conditions under which it took place.

Administrative documents

The transcript of the audition session must mention:

- the use of videoconferencing for all selection committee documents, in particular the list of candidates, the transcript and the opinion on the candidate concerned;
- any technical incident relating to telecommunications resources, insofar as it has disrupted the proceedings of the session. A technical report from the technical correspondent describing the technical difficulties encountered may be appended to the transcript.

The organizing HR department must be informed immediately of any serious incident that prevents an audition from running smoothly.

FORMS

Form 1 - Application form for a videoconference hearing for the following reason

Choose a reason

The procedure for requesting a videoconference audition is described in the procedure available on the Inria website.

This form is to be filled in by the candidate after having contacted the distant establishment in charge of hosting the videoconference.

In the case of multiple applications, a separate form must be completed for each application.

This form should be sent, duly completed, to the HR department organizing the competition or examination, together with justifying documents (medical or proof of residence abroad or overseas).

Applicant identification

Name:

Surname:

Phone:

Email:

Concerned competition/exam (*precise the year*):

Candidature subject of request:

If the presence of a person in charge of providing assistance due to a handicap or health problem is required, please indicate his/her identity:

Name and Surname:

Phone / Email:

I, the undersigned, hereby request a videoconference audition as part of the application process for Choose a competition/exam mentioned above. This request is based on the justifying document attached to this application.

Done in, date

Signature :

Identification of the distant site authorized to offer videoconferencing

Name of the site:

Type of site:

Address:

Distant site contact

The person in charge of the distant site is a person with a position of responsibility within the distant establishment. He or she is responsible for ensuring that the conditions required for videoconferencing are met (mobilization of the distant site's technical correspondent, authentication of the candidate, confidentiality of the host site, monitoring of the audition).

Name and Surname:

Function:

Phone:

Email:

Distant site technical contact

The technical correspondent at the distant site is responsible for carrying out functional tests prior to the videoconference, and for ensuring that it runs smoothly throughout the audition by being present in the room the whole time.

Name and Surname:

Function:

Phone:

Email:

Form 2 - Technical form for setting up a videoconference audition for choose a reason at

Inria

This form is to be completed by the various parties involved for each admissible request from a candidate wishing to benefit from a videoconference audition in the context of competitions or examinations organized by Inria.

To be completed by Inria

Application concerned

Name:

Surname:

Concerned competition/exam (*precise the year*):

Candidature subject of request:

Scheduled date and time for videoconference set-up:

HR department organizing the competition/examination

Name and Surname:

Function:

Technical contact

Name and Surname:

Function:

Checking compliance with technical requirements

Sufficient network throughput to transmit visual and audio information: **YES / NO**

Authorization in network filtering rules for H.323 or SIP protocol flows between the establishment and the Inria videoconferencing system: **YES / NO**

Dedicated videoconferencing equipment compatible with the following protocols H.323 or SIP protocols: **YES / NO**

Security and confidentiality of transmitted data: **YES / NO**

Availability of technical staff to set up and run videoconferencing sessions: **YES / NO**

Videoconference login information

Identification of the videoconference room reserved for the audition:

Identification of the videoconferencing connection address:

To be filled in by the distant site authorized to offer videoconferencing:

Referring person

Name and Surname:

Function:

Technical contact

Name and Surname:

Function:

Checking compliance with technical requirements

Sufficient network throughput to transmit visual and audio information: **YES / NO**

Authorization in network filtering rules for H.323 or SIP protocol flows between the establishment and the Inria videoconferencing system: **YES / NO**

Dedicated videoconferencing equipment compatible with the following protocols H.323 or SIP protocols: **YES / NO**

Security and confidentiality of transmitted data: **YES / NO**

Availability of technical staff to set up and run videoconferencing sessions: **YES / NO**

Videoconference login information

Identification of the videoconference room reserved for the audition:

Agreement of the parties to the videoconferencing request

In view of the information provided on this form, and the technical tests carried out on (date) by Inria and the distant site authorized to offer videoconferencing, the application referred to in this form is subject to a notification:

┆ Favorable

┆ Unfavorable

In case of an unfavorable decision, indicate the reason for refusal:

Signatures

By signing, the parties attest to the reliability of the information provided on this form and undertake to comply with the conditions set out in the Inria technical note on the procedures for video-conference auditioning for candidates taking part in competitions and examinations organized by Inria.

The HR department organizing the Inria competition/examination
Date, in

The Inria technical correspondent
Date, in

The distant site contact
Date, in

The technical contact of the distant site
Date, in