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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2025-042

TO: All Agency and Department Heads

FROM: Director of Administration

SUBJECT: Cessation of All Forms of Electronic Recordings of Job Interviews

Håfa Adai! Pursuant to the Department of Administration (DOA) Personnel Rules and Regulations, Rule 4.415, all departments and agencies are hereby instructed to cease all forms of electronic recordings of job interviews, effective immediately.

This includes, but is not limited to, audio recordings, as well as video and image recordings. Job interviews may still be conducted via video conferencing platforms and software (e.g., Zoom, Google Meets and Microsoft Teams); however, no recordings are permitted.

Please contact our Personnel Services Administrator, Mr. Tony Aguon, via email at: Tony.C.Aguon@doa.guam.gov if you have any questions or concerns. **Dångkolo na Agradesimiento!**

EDWARD M. BIRN