VIDEO CONFERENCE INTERVIEWING
BEST PRACTICES FOR HIRING MANAGERS, SEARCH COMMITTEES & INTERVIEW TEAMS

BEFORE THE INTERVIEW

Organize your Technology:

- Internet connection – Please make sure that you have a strong internet connection for the meeting. For a clear HD video connection, you need at least 1 Mbps (Megabites per second). You can test your Internet speed at [https://www.speedtest.net/](https://www.speedtest.net/).
  - We highly recommend switching from Wi-Fi to a hardwired Ethernet connection to improve your Internet speed.

- Charging your device – Please make sure your computer or tablet is fully charged. We recommend plugging it into an outlet to avoid a battery outage.

- **Zoom** – Please take a moment to familiarize yourself with the video platform before the interviews. If you are hosting the session, be sure to assign a unique meeting ID (versus using your Personal Meeting ID) for each interview, so that no one else can join/interrupt your meeting.
  - For committee members who do not have Zoom, you do not need an account to join the meeting. Simply click the link that was sent to you to join the meeting/interview.

- Video and sound – Check the audio and camera. Test voice and microphone. You may need to wear headphones if your computer has a suboptimal speaker system.

- Camera Positioning – Keep your camera at eye level, about an arm’s length away.

- Mute device notifications – Please be sure to mute any notifications on your device and shut down any applications, such as email that may be distracting during the interview. Please also turn your phone to silent or vibrate.

- Close other programs on your computer – Please close all other programs on your computer to minimize distractions during your interview.

Organize your Setting:

- Lighting – Turn on any available lights in the room. If you have lighting behind you, please add lighting in front of you so that the interview participants can see a brighter image. Generally, your best strategy is to sit opposite an open window.
• Surroundings – Remove anything distracting behind you and try to keep your background neutral.

• Avoid interruptions – If you are interviewing in a home with multiple people or pets, let everyone in the household know ahead of time you will be in an interview. If you have pets, secure your pets to ease away distractions.

• Attire – Avoid plaids, stripes, or prints, as the movement of these patterns may distract the viewers on the other side of the video connection. Dress as you would for an in-person interview.

Organize your Committee:

• Interview Materials – Email interview packets ahead of the interview (resumes, applications, finalized questions, etc)

• Consider an Interview Pre-brief: Hold a brief meeting for the panel members prior to interviews to discuss logistics.

• Appoint Roles – Appoint one person (i.e., Dept.HR Contact, search chair or hiring manager) to run the interview and determine who will ask what question so there is no confusion.

• Committee Panel Technology Prep – Ensure each member organized their technology prior to the interview.

• Recording Interviews – Decide whether or not you will be recording the interview, and ensure you obtain the candidate’s consent to record prior to the scheduled interview. To ensure you are providing all candidates the same experience, if you decide to record interviews, the practice should be consistent with all candidates in that round.

Prepare the Candidate:

• Candidate Confirmation Email: Send candidates a confirmation email, which includes who they will be speaking with, how much time is allotted for the interview and the proper video conference login information.

• If the interview will be recorded, we will need to get consent from the candidate prior. An email confirmation confirming their consent will suffice.
  o Example text: We look forward to meeting you via Zoom. We would like to take a recording to share with other members of the search committee. The recording is confidential and will only be accessible to those involved in the selection process. Once the position is filled, the recording will be destroyed. Please confirm your receipt of this email, including your consent to proceed with our Zoom interview process as outlined above.
DURING THE INTERVIEW

• Introductions - Have the search chair begin the interview with introductions and set expectations for how the interview will go.

• Eye contact – Please be sure to look directly at the camera (as opposed to your monitor) when you are speaking. Preferably, your camera will be at eye level. Also, be sure your eyes are not wandering around. This may come off very disengaging.

• Body language – Please be aware of your body language and facial expressions as they can be highlighted when on video.

• Tone of voice – Creating a positive tone is essential and the clarity of your voice is just as important because it demonstrates good communication.

• Movement – Remember to keep your head and body reasonably still.

• Engagement – Pause every once in a while and make sure your interviewer is engaged in what you are saying. When listening, nod to show you are engaged.

• Allow Extra Time - at the end of the interview allocate time for candidate to ask questions.

AFTER THE INTERVIEW

• Schedule an Interview Debrief: Hold a separate meeting with panel members after completion of interviews to discuss evaluation of the candidates.