BEST PRACTICES FOR VIRTUAL INTERVIEWING

For the foreseeable future, faculty search committees are going to have to interview candidates virtually, instead of invit   practices to ensure that your virtual interview is consistent and e

Consider potential barriers for individuals with disabilities. Ensure invitations to virtual interviews make it clear that the University provides accommodation in interviewing upon request.

Virtual interviews are best held between a single candidate and no more than 6 interviewers.

Provide for contingency plan, having candidate's phone number to reach them should the technology fail

If stacking interviews, allow extra time between interviews so there is a grace period should connection issues pop up.

Sound fluctuations may   A   n   s.   ‹ Consider pr

Prepare to Use the Technology

Provide candidates with detailed instructions to test the audio and video components of the web based tool well in advance of the interview.

Test the setup using the actual room setup, hardware, and time of interview whenever possible.

Use the "raise your hand" function to respond to candidate questions; turn on your video and mic when speaking.

Try – as much as possible – to project interest, engagement, etc. when you are on camera. Do your best to build rapport and connection, despite the remote setting. Keep in mind that you are in "evaluation and recruitment" mode.

If using Zoom, do not "chat" during the session, as these messages have the potential to go awry if sent to the wrong people. If you need to jump in, use the "raise your hand" function, so that the moderator can recognize you.

If there is a presentation required, make sure that "screen share" is enabled for the candidate, and/or a copy of the presentation is provided to each member of the Committee. If there is a need to record the interview, please make sure to get the candidate's written permission.

During the Interview

If connection is not stable, agree on a way to signal or communicate that either side cannot hear, or see, what is going on on screen. Repeat any question or response that was interrupted by an unstable connection.

Everyone should introduce themselves at the start of the interview. They should re introduce themselves if they are asking either scripted or follow up questions.

If technology fails, do not waste time attempting to fix it but switch to the alternative method so the candidate's performance isn't impacted.

Visual cues that indicate active listening are typically lost in a virtual interview. Instead, look into the camera to demonstrate eye contact (but keep in mind the candidate may be more focused on trying to see the interview panelists on their screen). Be careful to eliminate as much outside or ambient noise as possible. Allow for additional pauses while questions or responses are transmitted.

Regardless of an individual's request for accommodation, be aware that visual cues to who is speaking may be lost in translation of a virtual interview, even when the

interview panel is displayed by video to the candidate. Have each participant introduce themselves at the beginning of the interview and again as they ask questions.

If you experience a technology failure, discuss that during the evaluation of the candidate to ensure that the evaluation remains focused on the candidate's presentation, not any impact of the technology difficulty

Click here to access: [Consistency and Equity in Online Interviews](#)

Resources used to create this document:

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