

Best practices for remote interviewing

The roles of candidates and interviewers are changing, and just as we are interviewing them, they are also interviewing us. Zoom interviews are widely used to narrow down the pool of candidates before in-person interviews. Some recruitments will also need to do “in-person” interviews remotely while still delivering a **great candidate experience**. Here are some tips for conducting successful remote interviews

Search committee preparation

- **Set expectations.** Communicate with and prepare the candidate. Provide links, instructions to connect and agenda for the video interview.
- **Plan.** Prepare a detailed script with the order of the interview, introduction, questions assigned to each search committee member, and closing.
- **Prepare Tech.** Make sure technology arrangements are set to support the interview: check for internet connection, audio, and video. If possible, plan a quick meeting to make sure all search committee members can connect. Align the camera to be centered, and make sure to have proper lighting.
- **Dress to impress.** Wear formal attire and show your best purple pride.
- **Eliminate background noise.** Make sure your background and the room around you are free of clutter and visual distractions.

Interview time

- **Join in.** Set an exact time for the search committee to join the call at once.
- **Listen actively.** Look straight into the camera, mute yourself when others are talking.
- **Be ready to answer.** Candidates are also interviewing us. Answer the candidate's questions providing as much information as possible about the job and the culture of the department.
- **Allow time.** Waiting a few additional seconds for a response before speaking will accommodate the time the interviewee needs to think of a response and compensates for any delay in the signal.
- **Have a backup plan.** You never know when power will go out or the internet connection will be lost. This is an opportunity to show we can deal with uncertainty. Have a cellphone or a phone ready to join the call again if necessary.
- **Leave a good impression.** At the end of the interview, communicate with the candidate the expectations after the interview, timeline to make a decision, and thank the candidate for their interest in the position.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)