

Secrets to Successful Virtual Interviews



Virtual recruiting and interviewing is quickly becoming our new reality. These useful tips can help you conduct successful virtual interviews:

Prior to the interview

- Prepare just as you would for any other interview — review details of the job description and the candidate's resume.
- Prepare your questions before the interview — ask all candidates the same questions so you can objectively compare responses.
- Choose a quiet, well-lit location for the interview.
- Make sure all parties have the correct time on their calendars — send a formal invitation requesting their confirmations to attend.
- Share instructions with the candidate on how to access the videoconferencing technology and whether software needs to be downloaded in advance.

Set expectations

- Provide details about the interview experience and what's expected from the interview with the candidate and any other party that may be involved.
- Test the technology — you'll be using your camera and microphone. Ask the candidate to do the same.
- Offer the candidate resources that provide best practices for virtual interviewing. This added touch will enhance the candidate's experience. • The general timeline for the hiring process.
- Names and roles of interviewers prior to each round.
- The expectations of specific interviewers.
- Expected response time after each step.

The interview

- Your camera should be placed at your eye level in order to produce the best view. You will appear more friendly and conversational this way. Remember to look at the camera and smile.
- It is easy to mix up candidates when you have back-to-back video interviews. If possible, have two screens so you can take notes or review the candidate's resume, while maintaining frequent eye contact.
- Since there is a screen between you and the candidate, create a friendly vibe by starting with some easy questions and leave the more difficult ones for later.
- Allow 10 minutes at the end of the interview for the candidate's questions.

Post interview

- As soon as feasible, compile and finalize your notes from the interview.
- If there were multiple interviewers, promptly gather their feedback or schedule a debrief meeting.

The success of virtual interviews depends on exceptional preparation and the creation of a comfortable experience for both the candidate and the interviewer.

