

TIPS FOR INTERVIEWERS

Conducting Video Interviews

Follow these guidelines and best practices to ensure a consistent, fair, and effective video interview experience for all candidates.

1 Interview Preparation

- **Review the Candidate's Materials:** Resume, cover letter, written interview questions, and any other pre-interview notes.
- **Know the Role:** Revisit the Opportunity Profile (Job Description) and key competencies.
- **Test Technology:** Ensure Zoom (or other platform) is working, camera and microphone are functional, and internet connection is stable.
- **Choose a Professional Setting:** Quiet, well-lit space with minimal distractions.

3 Engagement Best Practices

- **Be Present:** Avoid multitasking; give the candidate your full attention.
- **Nonverbal Cues Matter:** Smile, nod, and maintain eye contact through the camera. Avoid sudden or frequent movements.
- **Avoid Talking Over Others:** Use mute when not speaking and allow pauses for responses.
- **Be Mindful of Bias:** Focus on skills, experience, and alignment with the role.

2 Interview Structure and Introduction

- **Start with Introductions:** Briefly introduce yourself and your role.
- **Set Expectations:** Share the format, time allotted, and who will be asking questions.
- **Use a Consistent Question Set:** Helps ensure fairness and comparability.
- **Leave Time for Candidate Questions:** Shows respect and allows for mutual evaluation.

4 After the Interview

- **Take Notes Immediately:** Capture impressions while they're fresh.
- **Use a Standard Evaluation Form:** Helps compare candidates objectively.
- **Respect Confidentiality:** Do not discuss candidates outside the search committee. To ensure integrity in the process, candidates expect their interest to remain confidential.



Troubleshooting Tips

- **Tech Glitches:** If issues arise, offer to reschedule or switch to phone.
- **Candidate Nervousness:** Be warm and encouraging; video can be intimidating.
- **Time Management:** Stick to the schedule to respect everyone's time.