Virtual Interview Best Practices

While in-person interviews are always preferred, here are some tips when you are conducting virtual interviews.

Pros of Virtual Interviews

There are many good reasons to conduct interviews via Zoom, Teams, Skype, etc. Especially as we navigate through COVID-19.

1. Virtual interviews are more convenient for both the interviewers and interviewees. It is easier to connect online from wherever someone is, than to plan for travel (local or out-of-state). If a candidate works full-time, it can be challenging to take time off to get to a physical interview versus one online.

2. Virtual interviews help keep everyone safe and healthy during the COVID-19 Pandemic.

3. With the importance of technology in today's work environment, it can be helpful to see how comfortable a candidate is with doing a virtual interview.

Interview Tips for a Search Committee

Since the University of Colorado primarily uses Zoom for virtual meetings and interviews, this section will specifically highlight instructions for Zoom; however, links for other commonly used platforms will be available at the end of this guide. Here are some tips for keeping the Zoom interview process professional and seamless.

1. Make sure to test your connection, camera, and volumes prior to the interviews. Here is a helpful list of tips and tricks from OIT. You may have different technology choices for your interview, and a desktop or laptop computer will function better than a phone.

2. Since technology can be unpredictable, please be flexible with candidates who may experience technical difficulties or other unforeseen circumstances. Transitioning to an audio only interview may be required in order to address some technical issues. Padding the time for each virtual interview may be a good idea in order to work around unforeseen technical issues.

3. Consider your appearance and make sure you look as professional as you would for an in-person interview. Looking for ideas, here is an article that may help.

4. Think about your background and what may be behind you, visible to the camera. This includes making sure you are not backlit by a window or have poor lighting, making it hard for others to see you. Choose a location that is quiet and free from distraction so you can devote your full attention to the interview. **NOTE**: If you are using a custom/virtual background, please make sure the image is not distracting our distorts your appearance.

5. There may be background noise where you are located. Please mute your microphone when you are not speaking or expected to speak. It may be good to notify your home "coworkers" that you will be conducting interviews and make sure they do not walk behind you during that time.

6. Remember, you are always on camera whether you are speaking or not. In gallery mode, you are visible to all committee members as well as the candidate.

7. Be sure to make eye contact with the candidate, as you would if you were in-person. Also, make sure to use good posture, and smile and nod often to show you are fully engaged with the interview. Please make sure your camera, laptop or phone is positioned so the candidate can see you properly.

8. Ensure that all committee members know which question(s) they are asking so the interview flows as seamlessly as possible. Prior to the interviews, you should also decide who is initiating the conversation for the committee to start the interview (explaining how the interview will go, starting introductions of the committee, etc.). **TIP**: Creating a general outline for interviews may be helpful in order to ensure instructions are clearly communicated to each candidate.

9. When a candidate joins the interview, please acknowledge their presence, be welcoming and bring them into the conversation (similar to if they were in-person).

10. It is helpful to overcommunicate with the candidates. When everyone is remote, they may not feel as connected to the role or CU when they cannot come in person. Make sure they are aware of the interview process and hiring timeline, especially as things have slowed down. We want to keep them engaged throughout the entire search process. Be as transparent as you can be and be ready to provide updates to candidates regarding the recruitment timeline if needed.

Additional Links/Resources for Virtual Interviews

Skype:
- [Skype Instructions and Resource Guide](#)
- [Skype Account Setup](#)
- [Skype Interview Guide & Best Practices](#)

Teams:
- [Teams Interview and Resource Guide](#) (*Borrowed from other Higher Ed Institution)
- [Teams Account Setup](#)

General Information:
- [Virtual Interview Resource Guide](#)