

Tips for Virtual Interviewing

The dynamics of video interviews are different from traditional campus interviews in many ways. The following guidelines will help to ensure successful and equitable interactions between the interview candidates and the search committee members and others involved with interviews.

Interview Management

- When scheduling candidates for virtual interviews:
 - Check candidates internet access and access to the virtual platform you have selected to use (i.e. Zoom, Google Meet or Skype for Business)
 - Provide the candidates with the interview agenda and the link that will be used for the video interview at least 48 hours prior to the interview
 - Be sure to inform them if the video feature will be used or if it will be audio only
- All participants who are interviewing the candidates should be logged in prior to the scheduled interview time. This leaves time to resolve any technical issues that may arise. Give the candidate a few extra minutes to log in.
- Use the waiting room feature (or similar) if available in the selected platform. This feature allows the search chair to “admit” participants to the call. This allows for:
 - All search committee members to be present and ready before admitting the candidate. If using this feature, be sure the candidate knows this so they know why they may not be admitted to the meeting immediately upon logging in.
 - Limiting the time before the interview begins where there may be a tendency to talk about personal information that committee members shouldn’t hear.
 - If there are multiple groups interviewing candidates, using this feature also prevents the next group from logging in before the first group has finished their interview.
- If there are multiple segments to the interview, allow for the candidate to have a short break between sessions if they would like one. Announce the times breaks will occur and advise the candidate at what time the interview will resume.

Setting

- Maintain a professional image as you would if you were interviewing on campus. Be mindful of the background in your home office and limit potential distractions. Do a review of your background before going live.
- Choose a quiet environment and remember to silence your cell phone.
- Remember to slow down, enunciate, and speak up to ensure the candidates hear your entire question. Repeat the question if they indicate they did not hear all of the question.
- Listen closely, take good notes, and pay attention to your computer screen. It is obvious to others if you are checking your cell phone during the interview. Give the same level of attention to the process as you would if you were sitting in a conference room with the candidate.

General Tips

- Remember that you are representing UNI in all interactions with candidates. Putting the best foot forward is important for selling the opportunity to candidates.
- Ensure the process is equitable for all candidates just as you would if you were interviewing on campus. If you allow scheduled interview times to spill over the allotted time for one, you'll need to do the same for the other candidates.
- Candidates will not have the opportunity to visit campus and many of them might not be familiar with UNI or the Cedar Valley community. These resources may be helpful to them:
 - Get to Know UNI Resource page - <https://uni.edu/resources/get-to-know-uni>
 - UNI Virtual Campus Tour - <https://uni.edu/resources/virtual-tour>
 - Community Information - <https://careers.uni.edu/about-uni-cedar-valley>
 - Live the Valley - <https://livethevalley.com/>
- Provide our benefits overview to interview finalists for non-temporary positions.
- If the candidate requests any accommodations during the interview process, please consult with an HRS Employment Coordinator.
- Take time for professional introductions as you would in an in-person interview.
- If candidates are conducting a presentation/open forum, consider allowing them to pre-record their presentation then answer questions "live" after the presentation is shown to participants. Pre-recording eliminates potential technical issues and reduces anxiety for candidates.
- Allow a few minutes for the candidate to ask questions at the end. Remember that interviews are also a chance for candidates to determine if the position is a good fit for them.
- Provide information to candidates about the departmental onboarding process after hire – will they be onboarded remotely or in-person and will they be working on campus, remotely, or a combination?

Open Forums

- Forums should always be invitation only and participants should not be provided with access information until they confirm their attendance. Remind them not to share access information or passwords.
- Require participants to RSVP for all sessions so candidates can receive accurate lists of participants prior to the interviews.
- With open forums, it is essential to have a moderator to manage video conversations. The moderator should initiate the meeting, control the flow throughout and announce the rules to participants at the beginning of the meeting. Many software systems provide additional control to the moderator or meeting leader, including the ability to mute and unmute participants.
- With open forums, participants should be muted by the moderator and only when someone needs to speak should they unmute to avoid inadvertent background noises.