

## **Tips for conducting video interviews via Zoom/Skype**

Video interviews should be conducted in the same professional manner as physical interviews, panel composition guidelines must still be adhered to.

As a result of the current social distancing measures we are familiar with virtual meetings and using Zoom but you may find the following tips helpful when planning and conducting virtual interviews:

- make sure you have a quiet, well-lit space, where you can complete the interview uninterrupted
- agree who will ask each question, and in what order, in advance
- ensure all panel members join the call prior to the candidates interview time to test audio and video connections
- dress appropriately, this is still a formal interview albeit in less formal surroundings
- remember to greet the interviewee and introduce panel members, as you would in a physical interview
- remember your body language, expressions and movements are very visible on screen. Sit up and maintain eye contact. Visual clues such as nods will show the interviewee you are listening and following their responses
- allow a little extra time between asking questions and expecting an answer, there can often be a delay in video meetings, particularly if there is an unstable internet connection
- when panel members are not talking, microphones should be on mute to reduce distracting background noise
- ensure any other devices are muted. You do not want to be distracted by mobile phone calls or email alerts
- panel deliberations should take place on a separate call to ensure the candidate is not still connected and listening to the discussion