Virtual Interviewing Guidelines
for
Hiring Managers & Search Committee

Software Determination

• Decide which virtual software you will use to conduct the interviews. These include, but are not limited to:
  o Google Hangouts
  o WebEx
  o Zoom
  o Microsoft Teams
  o GoToMeeting
  o Skype

• Implement security protocols (password-protection) to ensure safety of candidates’ during interview process.

• Make sure that you are running the latest version of the software to ensure the best performance.

• Check the internet connection to make sure it can handle the video call.
  o A LAN connection is best, but Wi-Fi network is also acceptable.

• Make sure that the computer has a webcam and microphone.

• Please use the same software throughout the interviewing process.

Candidate Preparation

• Make sure to provide each candidate with the interview details to include the following:
  o What software technology will be used.
  o How to access the software.
  o Your expectations for the interview:
- Whether they will complete a work sample.
- Whether they will be asked to solve a problem on the spot, etc.
- What time the interview will start.
- Names and titles of the interview committee, if applicable.
- Provide them with a backup phone number to reach you and ask them to share a backup number as well.
- Timeline for final selection and anticipated start date, if applicable.

- Ask each candidate whether they need accommodation during the interview process.
  - Please do not ask or allow them to share details of their medical condition.
  - If accommodation is needed, please direct them to contact the Office of Institutional Equity & Diversity at (757) 683-3141 as soon as possible to make sure the accommodation is provided prior to the interview.

**Preparation for the Interviews**

- Develop interview questions (same as you would for an in-person interview).
- Decide the order and which question each committee member will ask the candidate, if applicable.
- Complete a video test run with the candidate to minimize technical difficulties.
  - Ensure signal strength is adequate.
  - Ensure camera and microphone both work.
  - If you plan on sharing your screen, make sure to try the feature and you can use it effortlessly by the time of the actual interview.
- Practice a compelling company culture pitch.
  - This will compensate for the candidate not being able to see the office space and campus.

**Interviewing**

- Phone interviews may be conducted via Zoom, etc.
  - This will be audio only.
  - The candidate and the search committee should all have their cameras turned off.
- Video interviews must be conducted with camera on.

- Close other programs on the computer.
- Turn off the email notification and ringer on your phone.
- Make sure you choose a clean, quiet, and well-lit space for the interviews.
- Please be professional and personable as you would in an in-person interview.
- Look at the camera, not the screen.
  - Looking directly at the camera will make the interviewee feel as if you are speaking directly to them, despite your being remote.
- Recorded interviews are allowed.
  - Hiring manager/search committee chair should inform the candidate that the interview will be recorded.
o If a search committee member is not available for an interview and listens to a recorded interview for one candidate, then the search committee member has to listen to a recorded interview for all candidates

• If there are technical difficulties on either side, please reschedule the interview.
• At the conclusion of the interviews, please make sure the connection is disconnected before discussing with the committee.