

Video Interviewing

A Guide for Successfully Interviewing Applicants

October 2021

Applicant

Conducting the Interview

- **Practice makes perfect.** Solicit the help of friends or colleagues to practice your technical skills before the actual interviews occur. Be comfortable with whichever software platform your program uses to conduct applicant interviews (WebEx, Zoom, BlueJeans, etc.).
- **Be punctual.** Join the video meeting a few minutes before the scheduled start time. This will allow you to quickly troubleshoot minor issues as needed and not delay the start of the interview itself.
- **Look at the camera, not the screen.** While it may be tempting to look at the applicant's image (or your own) on the screen, looking directly at the camera allows you to have "eye contact" with the interviewee.
- **Close other programs on your computer.** Don't risk being distracted by social media and e-mail notifications. When you are interviewing an applicant, the video conferencing platform should be the only thing open on your computer.
- **Avoid interruptions.** If you are in an environment with other people, make sure they know you are interviewing and are not to be interrupted. Shut pets and children out of the room so they do not disturb you.
- **Watch your body language.** Maintain good posture and relax your shoulders. Sit up straight in your chair and avoid