

Video Interview Best Practices

FAS HR Recruitment

This guide provides information on interview preparation and general tips to help ease the transition we are all making to the virtual interview room.



Reminders:

- Video interviews should be live and not recorded
- Provide candidates information on use of camera and reasonable accommodations
- Notes made during video interviews are legal records and need to be retained for three years

Resources:

- [FAS Hiring Toolkit](#)
- [LinkedIn Talent Solutions Blog-Tips for Conducting Seamless Virtual Job Interview](#)
- [Implementing Video Interviews-Here's How to Beware of Bias](#)
- [Seth Godin's Blog: Zoom Tips for the Modern Age](#)

Before Interview

- Prepare your interview team. Review format and expectations.
- Test the technology. Get comfortable with the settings and features of Zoom or whichever platform you choose.
- Do a test run with your interview team before the actual interview.
- Build in 15-minutes at the beginning of the interview to put the candidate at ease.
- Ask the candidate if your platform of choice is comfortable for them. If not, work with them to identify alternative resources. *Candidates should not be at a disadvantage if they do not have access to the technology. Some candidates may not have access to technology that allows them to video interview.*

During Interview

- Use the first 15 minutes to cover distraction possibilities, share department information such as on-site details, location, office atmosphere (quiet or busy), etc.
- Do not check your phone for texts or look at incoming emails. Distractions are very apparent in a video interview setting.
- Use the same tone and body language you would use in-person. Try to be natural, make eye contact, and do not “stare down” the candidate.
- Be mindful of possible biases this new way of interviewing might create. Be realistic about the challenges of interviewing from home and possible stressors for candidates. Be careful to avoid judging candidates for stressors that normally would not happen in an “in person” interview.

Closing Interview

- Thank candidates for their flexibility and patience.
- Set expectations for next steps and provide timeline if possible.

