
Zoom Interview Best Practices

While in-person interviews are always preferred, here are some tips when you are conducting virtual interviews.

Pros of Zoom Interviews

1. Zoom interviews are more convenient for both the interviewers and interviewees. It is easier to connect online from wherever someone is, than to plan for travel (local or out-of-state). If a candidate works full-time, it can be challenging to take time off to get to a physical interview versus one online.
2. With the importance of technology in today's work environment, it can be helpful to see how comfortable a candidate is with doing a virtual interview. Zoom is part of our everyday work, and something a new hire would use on a regular basis.

Zoom Interview Tips for a Search Committee

Here are some tips for keeping the Zoom interview process professional and seamless.

1. Make sure to test your connection, camera, and volumes prior to the interviews. Here is a [helpful list of tips and tricks](#) from UIS. You may have different technology choices for your interview, and a desktop or laptop computer will function better than a phone.
2. Consider your appearance and make sure you look as professional as you would for an in-person interview.
3. Think about your background and what may be behind you, visible to the camera. This includes making sure you are not backlit by a window or have poor lighting, making it hard for others to see you. Choose a location that is quiet and free from distraction so you can devote your full attention to the interview.
4. There may be background noise where you are located. Please mute your microphone when you are not speaking or expected to speak. It may be good to notify your home "coworkers" that you will be conducting interviews and make sure they do not walk behind you during that time.
5. Remember, you are always on camera whether you are speaking or not. In gallery mode, you are visible to all committee members as well as the candidate.
6. Be sure to make eye contact with the candidate, as you would if you were in-person. Also, make sure to use good posture, and smile and nod often to show you are fully engaged with the interview.
7. Ensure that all committee members know which question(s) they are asking so the interview flows as seamlessly as possible. Prior to the interviews, you should also decide who is initiating the conversation for the committee to start the interview (explaining how the interview will go, starting introductions of the committee, etc.)
8. It is helpful to overcommunicate with the candidates. When everyone is remote, they may not feel as connected to the role or CU when they cannot come in person. Make sure they are aware of the interview process and hiring timeline. We want to keep them engaged throughout the entire search process. Be as transparent as you can be. Make sure the candidates know who to reach out to if there are technical difficulties or other unforeseen circumstances.