

# GUIDE TO INTERVIEWING CANDIDATES VIRTUALLY

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## SEND AN INVITE

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Send the candidate an invite to the meeting with details of who will be on the video call. This puts everyone at ease knowing expectations and timelines in advance.

## TEST THE SYSTEM

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Do a test before the meeting to ensure sound and signal is okay. This will ensure there are limited disruptions when the actual interview takes place.

## BREAK THE ICE

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Start with general conversation as you would in person. It can be a tendency on video to jump straight into the reason for the call.

## PREPARE YOUR QUESTIONS

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Ask your prepared questions as you would in an in-person meeting and note the candidate's response which you will also refer to later with the Board.

## GIVE CANDIDATES TIME TO ANSWER

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A noticeable difference on video is that there can be a time delay when speaking so do give the candidates a few moments to think about their answer and respond.

## PROVIDE A CLEAR OVERVIEW

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Give candidates an overview of the organisation, the strategic plan and upcoming plans.

## THE NEXT STEPS

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Provide information to candidates on what to expect going forward.

## FEEDBACK

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Wait until the candidate has left the meeting before discussing feedback with others on the call. Follow up with the candidate after the call to let them know the status of their application.

**"INITIALLY, WE HAD RESERVATIONS ABOUT THE EFFECTIVENESS OF VIRTUAL INTERVIEWS, BUT WE ARE HAPPY TO REPORT WE HAVE NOW SUCCESSFULLY RECRUITED THREE NEW DIRECTORS TO OUR BOARD OF MANAGEMENT AND CONSIDER VIRTUAL INTERVIEWS A VIABLE OPTION."**