



**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:
 - Google Hangouts
 - WebEx
 - Zoom
 - Microsoft Teams
 - GoToMeeting
 - 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.
 - 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:
 - What software technology will be used.
 - How to access the software.
 - 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 works.
 - 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.
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- 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.

- 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.