

TOP TIPS

Conducting a virtual interview



1

HELP YOUR CANDIDATES TO PREPARE

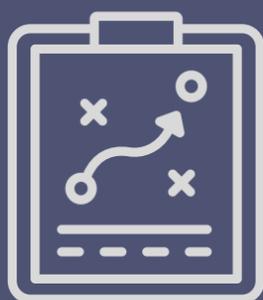
- Send them relevant company information in advance
- Give them sufficient time to prepare
- Provide any guidance on the technology you'll use



2

MAKE SURE THE INTERVIEWERS ARE PREPARED

- Make sure all interviewers are set up to use the technology
- Treat a video interview as professionally as you would an office interview



3

PLAN THE INTERVIEW

- Ensure interviewers know their role how the interview will run
- Prepare interview questions for each stage and apply this consistently
- Pool information to avoid unnecessary duplication



4

SHOW OFF YOUR COMPANY

- Offer chances for the candidate to engage with potential colleagues
- Showcase your company culture, goals, values with videos/presentations/links
- Use storytelling to show why it's a good company to work for



5

ASSESS WITH CONSISTENCY

- Use a consistent framework to assess a candidates
- Define the key technical and behavioural competencies
- Collaborate with interviewers to make informed judgements



6

TAKE A LITTLE EXTRA TIME TO ESTABLISH THE LONG-TERM FIT

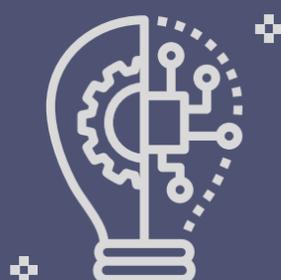
- So build in a little more time to the process to get to know each other
- Be creative to bring your company values, mission and culture to life
- Include a diverse range of participant from your company



7

COMMUNICATE, COMMUNICATE, COMMUNICATE

- Communicate pro-actively with updates and feedback.
- Be accessible



8

SELECT THE BEST TECHNOLOGY TO RUN A SMOOTH PROCESS

- Check for reliability and accessibility
- Select something user friendly