

Remote Interview Reminders

Here are some reminders for conducting successful remote interviews.

Search committee preparation

- **Set expectations.** Communicate with and prepare the candidate. Provide links, instructions to connect and agenda for the video interview.
- **Plan.** Prepare a detailed script with the order of the interview, introduction, questions assigned to each search committee member, and closing.
- **Prepare Tech.** Make sure technology arrangements are set to support the interview: check for internet connection, audio, and video. If possible, plan a quick meeting to make sure all search committee members can connect. Align the camera to be centered, and make sure to have proper lighting.
- **Dress to impress.** Wear formal attire and show your best purple pride.
- **Eliminate background noise.** Make sure your background and the room around you are free of clutter and visual distractions.

Interview time

- **Join in.** Set an exact time for the search committee to join the call at once.
- **Listen actively.** Look straight into the camera, mute yourself when others are talking.
- **Be ready to answer.** Candidates are also interviewing us. Answer the candidate's questions providing as much information as possible about the job and the culture of the department.
- **Allow time.** Waiting a few additional seconds for a response before speaking will accommodate the time the interviewee needs to think of a response and compensates for any delay in the signal.
- **Have a backup plan.** You never know when power will go out or the internet connection will be lost. This is an opportunity to show we can deal with uncertainty. Have a cellphone or a phone ready to join the call again if necessary.
- **Leave a good impression.** At the end of the interview, communicate with the candidate the expectations after the interview, timeline to make a decision, and thank the candidate for their interest in the position.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#).

Do Not Record Interviews



Please remember to make sure the Recording options are turned off when interviewing candidates. If a candidate is recorded, we are required to receive written release prior to the interview. The recordings, along with the written release, have to be kept for five (5) years.

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