

Conducting a Video Interview



When you are preparing to conduct a video interview, follow these tips for success:

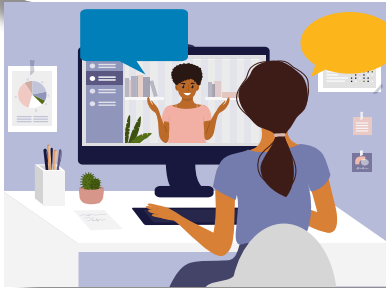


Begin a video interview by confirming with the interviewee that he or she can see and hear you—and vice versa. Address technical issues from the start.

Try to limit distractions. Set yourself up in a quiet location, turn off your email notifications and put your cell phone on silent.



Take great efforts to be concise yet informative. Long run-on questions or answers are an absolute “no no.” Keep the conversation moving.



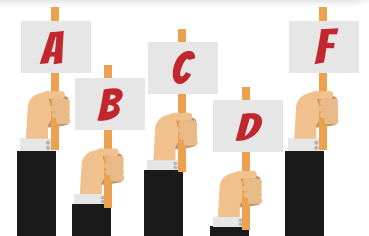
Do not alter your script; run through your key questions you normally would to get to know everything you want to know.



Look at how the candidate presents him or herself on camera. See how they are dressed; pay attention to lighting and how well the candidate is centered and sized on the screen. Take note of how distracted they are and try to gauge whether it’s because of the at-home environment or may be a sign of a larger issue.



Do not feel like you need “grade a candidate on a curve.” There is a certain impersonal nature to a video interview and it may be harder to build a rapport than in a traditional, in-person interview. Keep this in mind when coming up with final assessments.



Close with a brief discussion of process and next steps.

