

Office of Human Resources and Development
Virtual Interview Best Practices

| Interview Do's | Interview Don'ts |
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| <ul style="list-style-type: none">• Communicate the plan for the virtual interview to the candidate (date, time and platform)• Conduct a test call with the candidate prior to the interview• Engage the candidate at the beginning of the interview with conversation that will create a welcoming and calm environment• Offer an accommodation or different virtual platform if requested• Ask the same questions and provide the same resources to all candidates | <ul style="list-style-type: none">• Engage in conversation connected to age, disability, race, religion, marital status, family status, geographic location, etc. https://www.betterteam.com/illegal-interview-questions• Engage in conversation about the background of the video or the attire of the candidate• Cancel an interview because a candidate is not able to use the virtual platform that is preferred by the panel. Offer another platform.• Offer employment. Hiring managers make the recommendation for hire; OHRD makes the official offer for hire. |