

Office of Human Resources and Development
Planning and Facilitating a Successful Virtual Interview

Interviews for candidates can be conducted using a variety of virtual platforms.

Virtual Platform	Characteristics
Phone Call	<ul style="list-style-type: none">• Phone• No visual• Limited in the number of participants
Conference Call	<ul style="list-style-type: none">• Phone• No visual• Multiple attendees can participate
Google Meet	<ul style="list-style-type: none">• Videoconferencing platform• Allows a visual• Documents can be shared with attendees• Maximum number of attendees is 25
Face Time	<ul style="list-style-type: none">• Videoconferencing platform• Allows a visual• All participants must have an iPhone• Phone number can be viewed by all members participating in the interview• Maximum number of attendees is 12

Best Practices to Prepare for a Virtual Interview

1. Identify the members of the panel.
2. Identify the virtual platform.
3. Prepare to log into the virtual platform at least 20 minutes prior to the interview time.
4. Determine roles of the panel.
 - Initiator of the virtual platform
 - Introduction of the panelists
 - Question assignments: panel participation of questioning the candidate
 - Determine the structure for panelists to capture notes as the candidate responds
 - Determine next steps to share with the candidate at the conclusion of the interview
 - Debrief facilitator and process for debrief.
5. Determine how documentation will be shared with the panel
 - Resume and cover letter
 - Interview questions

6. Determine how documentation will be shared with the candidate
 - Interview questions
 - Task / writing prompt (if appropriate)
7. Consider confidentiality of documentation
 - Google documents can be shared with limited access - no ability to copy or share - use advanced setting in the bottom right corner of share window
 - Turn of the sharing option when the interview concludes.