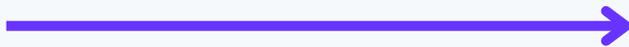
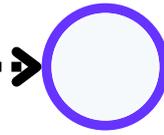


Practical tips on conducting remote interviews.

Let's go!





Before you post the job ad.

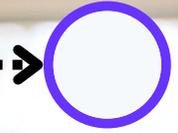
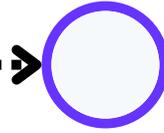
- **Include preparation time.**

Allow plenty of time for you and candidates to prepare for a virtual interview. Don't schedule a meeting the same day as you've seen their CV.

- **Set a standardised rating system.**

It's far easier to mark good candidates using rating system. It allows you to compare how well candidates answer questions and meet your criteria. It also helps to remove bias in hiring.





Before you post the job ad.

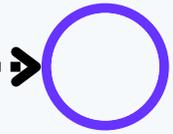
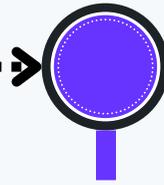
- **Choose your tech and give instructions.**

Pick a video platform (we love Google Meet). Send the email invite to the candidate. And remember to include instructions on how to join the call at your scheduled time! Not everyone will be used to the platform you've chosen.

Also instruct your fellow interviewers on:

- How to access the call
- The interview process
- Any background information about the candidate ahead of the interview.





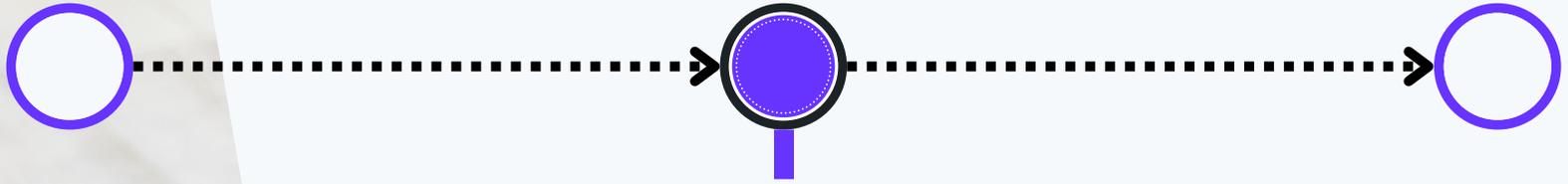
Just before the interview.

- **Prepare candidate-specific questions.**

Face-to-face or remote interviewing: always review the interviewee's info - especially their CV - to prepare questions. You may want to dig into specific experiences as well as ask the standardised questions.

- **Setup a quiet, distraction-free zone.**

Turn off phone and chat notifications. Ask not to be interrupted by colleagues. Use headphones (for clearer sound quality) and a blurred background if your office is messy.



Just before the interview.

- **Check your connection.**

Your technical checklist:

- If you're not used to remote calls, have a practice interview with a colleague.
- Test your Wi-fi or data connection several times.
- Ensure your microphone and webcam are working.

Oh - and always get the candidate's email or phone number, in case you have any tech difficulties, and you can contact them right away to explain.





During the interview.

- **Remain professional.**

Conduct the call as you would an in-person interview. They may seem more casual, but dress appropriately, be polite, think about your body language, and focus.

- **Give time to answer your questions.**

Sometimes bad connections can mean the camera or microphone cuts out or lags. If this happens, ask your candidate to repeat their answer so you can ensure you heard it in full.



During the interview.

- **Discuss your company culture and values.**

It's hard to get an idea of a company's culture without visiting an office. Describe the workplace environment and the team to give a strong picture of what it is like to work for you.

- **Say what happens next.**

What can candidates expect going forward? Let them know if they need to attend another interview, send over portfolio work, or when you will choose a candidate for the position and how they will be informed if they have been successful or not. Give a strong close.

R.