

VIRTUAL INTERVIEW ETIQUETTE

Choose a professional background

Choose an area that is well lit, free of clutter, and not too distracting so that the candidate can see you as well as focus.

Use eye-contact & appropriate body language

Eye-contact shows the candidate you are engaged! As your interviewee speaks, use nonverbal cues such as nodding and smiling to show that you are listening. We want to create a welcoming, warm invite for our candidate so also pay attention to your tone of voice and facial expressions!

Use your mute button when you aren't speaking!

While everyone is working from home, we know there may be background noise. To limit noise that can be distracting please mute yourself when you aren't talking! Use the hand raise feature or chat box on Zoom if you have a question!

Make sure you have good internet connection before interviews!

Prior to your Zoom interview, make sure you have a strong internet connection. Test out your connection where you plan to sit during your interview. If you can stream video or Zoom with other people, then you are likely to have a solid connection during your interview

Notify your household!

If you live with other people, let them know when and where you are interviewing. Right before your interview starts, remind them to give you space and keep a quiet volume until you are done. It is best that those you live with remain in a separate room than you, so you can stay focused. If you will need to step away or don't have childcare, just make the committee aware of any circumstances! We are all understanding during this time!

Be understanding of technical difficulties!

While we can all try to prevent technical difficulties, sometimes it is out of our control! Be empathetic and understanding if issues do arise! Feel free to ask the candidate to repeat themselves if they cut out or if all else fails be flexible and reschedule!

