

# BEST PRACTICES FOR CONDUCTING A ZOOM INTERVIEW FOR INITIAL CANDIDATE SCREENING

## BEFORE THE INTERVIEW

*Not all search committee members need to be at the Zoom interview, but the recording can and should be shared with all committee members*

### **Prepare the same questions for each candidate**

### **Communicate with the candidate**

Share the interview schedule, including date, time, and Zoom link, along with an agenda outlining the interview structure and the names and roles of interviewers. Provide the standardized interview questions in advance for candidate preparation. If you plan to record the Zoom interview, obtain the candidate's consent.

The candidates should receive the questions in advance, but that the candidates should get the same amount of time with the questions. So if the time is 48 hours, the questions should be released to the candidate 48 hours before the interview rather than the questions going to all the candidates at the same time.

### **Log on early and check your zoom settings and audio**

Committee members should take the Zoom from their own location rather than having the committee member all in one room and thus on one "window" and harder to see and the candidate in another zoom window.

## DURING THE INTERVIEW

### **Zoom Sessions can be recorded**

The candidate must be instructed that they are recorded and the recording should be to the Cloud not to the Computer.

### **Turn on closed captioning**

Ask the candidate if they would like the captions off.

### **Give an overview of the interview process**

At the beginning of the interview, the chair or committee member designated if the chair is not at the interview should review the process of the interview, e.g., that there are perhaps 5 questions, that the questions were sent in advance, that different committee members will each ask a question, and that time will be reserved at the end for the candidate to ask the committee questions

### **Ask prepared questions and post them in the chat**

Posting the questions in chat provides clarity, accommodates a wider range of candidates, reduces anxiety, promotes accessibility, and guarantees all candidates have equal access to the same information.

### **Avoid follow-up questions**

Avoiding follow-up questions during the initial interview stage ensures that all candidates are assessed based on the same set of questions, minimizing the potential for bias or inconsistency in the evaluation process.

## AFTER THE INTERVIEW

### **Fill out rubric and provide feedback after each interview**

Each interview should be assessed individually, ensuring that candidates are evaluated based on their own merits and qualifications rather than being influenced by the performance of previous candidates.