

HOW TO CONDUCT A VIDEO INTERVIEW



CHOOSE YOUR SOFTWARE

Nowadays, there's a range of video conferencing tools to choose from. We recommend Zoom or Microsoft Teams.



SET EXPECTATIONS

Let the candidate know if it will be an informal chat or a traditional structured interview and whether business dress will be necessary.



PREPARE YOUR WORKSPACE

Find an appropriate, well-lit setting. Check you have your questions & the candidate's CV to hand (or saved somewhere easily accessible)



TEST YOUR TECHNOLOGY

Check your internet connection, camera and the sound quality of your microphone.



FOLLOW UP AS NORMAL

Relay as much useful feedback to your recruiter so they can debrief the candidate.



BEGIN THE INDUCTION PROCESS

Many firms are onboarding new staff remotely. We can advise on this and help you facilitate a remote induction.