## Video Interviewing

A Guide for Successfully Interviewing Applicants

West William

October 2021

## **Applicant**

represents a major shift in the way applicants and programs interact to learn more about one another.

This guide is designed to provide MCW faculty, staff, and students with information to aid them in conducting remote applicant interviews. To begin this process, there are a couple of basic considerations to address.

Use a computer with a webcam and microphone. Use of mobile phones to conduct interviews is strongly discouraged. You need a computer with a good webcam and microphone to ensure quality video creation. Phones present the possibility of being interrupted by a call, something you do not want to encounter during an interview.

Prepare your environment. Create a space in which you are comfortable and relaxed. Have a glass or bottle of water available in case you need to take a sip during the interview. Sit in a place that allows you to practice good posture, such as a desk chair. Have a pen or pencil and notepad available so you can take notes as needed throughout the interview. Remember, applicants are learning a bout you and MCW programs too, so be sure to represent the institution well!

will not be interrupted by other people or loud noises. If applicable, close windows to keep outside noises to a minimum.

Make sure you have a strong, stable internet connection for your video interviews. A connection with a bandwidth

## Conducting the Interview

**Practice makes perfect.** Solicit the help of friends or colleagues to practice your technical skills before the actual interviews occur. Be comfortable with whichever software platform your program uses to conduct applicant interviews (WebEx, Zoom, BlueJeans, etc.).

**Be punctual.** Join the video meeting a few minutes before the scheduled start time. This will allow you to quickly troubleshoot minor issues as needed and not delay the start of the interview itself.

**Look at the camera, not the screen.** While it may be tempting to look at the applicant's image (or your own) on the screen, looking directly at the camera allows you to have "eye contact" with the interviewee.

Close other programs on your computer. Don't risk being distracted by social media and e-mail notifications. When you are interviewing an applicant, the video conferencing platform should be the only thing open on your computer.

**Avoid interruptions.** If you are in an environment with other people, make sure they know you are interviewing and are not to be interrupted. Shut pets and children out of the room so they do not disturb you.

Watch your body language. Maintain good posture and relax your shoulders. Sit up straight in your chair and avoid