

Guidelines for Virtual Interviews

General Guidelines

- Remind candidates and committee members to treat the interview as though it were “in person”
- Appoint a moderator for group meetings; name them as alternate host in Zoom
- Use a waiting room for the candidate or use a different Zoom link for each candidate to ensure candidates do not inadvertently “Zoom bomb” one another
- Consider turning off the chat function; candidates can see the chat (this is particularly important if using one Zoom link for all interviews)
- Interviews may not be recorded
- Provide ample breaks for search committee members and candidates

Additional Considerations for “Airport”/Search Committee Screening

- Offer to conduct a Zoom test with each of the candidates prior to the interview; have a phone connection available
- Have a pre-meeting with the search committee to go over logistics and protocol
- Identify a way to conduct polls via Zoom or some other format

Additional Considerations for Virtual Small Group Interviews

- Give the moderator instructions about their role
- Consider keeping interview size to no more than 8-10 participants when possible so that the candidate can see the faces of the interviewers

Virtual Town Hall/Large Interview Session Considerations

- Ensure the candidates can share their screen if they have a PowerPoint ; ask for any PowerPoint in advance as a back-up
- Consider the format you want – Zoom meeting vs. Zoom webinar (in a Zoom webinar, the participants do not see each other)
- Appoint a moderator to introduce the candidate, monitor the chat if applicable, and manage Q&A
- Options for questions :
 - “Raise hand” feature
 - Moderator reviews the chat function and asks questions
 - Questions sent to moderator’s email
- Consider having technical support available

If the unit appointing authority (see [AC13](#) for definition) permits the recordings of public research presentations, the “Guidelines for Recording Candidate Presentations” must be followed. Public research talks may only be recorded if all finalists agree to be recorded.