



# VIDEO MEETINGS

## GUIDE FOR INTERVIEW PANEL MEMBERS

Whilst a face to face interview may not be an option over the coming few weeks, Conscia provide some practical considerations for panel members taking part in Video Interviews.

While this format may not be your usual approach to interviews, it does hold benefits:

- Maintains momentum in the recruitment/hiring process
- Body language and facial cues can be read – unlike a phone interview

It is important to remember, the same rules apply when preparing for a video interview as they would with a face to face, competency-based interview: preparing questions in advance and agreeing who will take each competency/ interview question. A test call should be carried out in advance with each candidate to ensure the technology can be accessed by all parties.

### In addition, here are some additional considerations:

- 1. The physical location:** Make sure the interview room is clean, tidy and professional. If you need to, you may think about moving items around the room. Equally, your interview will require your full concentration. Please ensure you select a location where there are no distractions and you will not be disturbed.
- 2. Choose the right technology:** Make sure you are using a computer, laptop, smartphone or tablet that will work with the chosen software or application. Prior to any video interview, you should close all other applications except for the browser or application on which the video interview will take place. This will avoid any activity on your computer or mobile device that may cause disruption.
- 3. Have a plan B:** make sure you have the candidates phone number, if a situation arises where it is not possible to complete the video interview. To avoid this, make sure your device is fully charged and that your webcam and microphone are working.
- 4. Dress-code:** Dress as you would going to a face-to-face interview. Choose neutral colours that do not blend into the background behind you.
- 5. Communication:** Speak slower than you would in a face-to-face interview. If possible, the use of a headset rather than your device microphone is ideal, as this will cut down on feedback and prevent you from interrupting each other.
- 6. Be Comfortable:** We recommend that you sit during the video interview and avoid moving too much as this can be very distracting for the candidate. Make sure you have all you need in front of you, a glass of water, the interview questions, the candidate's Application Form, the Job Specification etc.
- 7. Initial Dial In:** In order to ensure the interview gets off to the best possible start ensure the call is dialled in 2-3 minutes early, you can turn the video and microphone off but the candidate will know you are online and that they have dialled in correctly, they will also have a few minutes to relax while waiting for you to join. Where possible if you have the resources, we recommend a support person to dial in prior to ensure candidate has the right access and all technology is working as it should be.
- 8. Closing the Call:** It is important to double check that once the interview is concluded that the video and microphone are turned off correctly. Under Data Protection It is also important that the microphone remains on mute in advance of the next candidate joining particularly where the panel may be discussing the previous candidates interview performance and or scoring.