

TIPS FOR CONDUCTING VIRTUAL INTERVIEWS



NOSM U CEPD
TIP SHEET



Check Your Setup.

Visit <https://hiringplatform.ca/tech-check> to check your computer settings and internet connectivity to ensure your setup will function smoothly.



Test Technology.

Train your selection committee in advance. Schedule a training session with the ADMIT team for your interviewers.



Anticipate Questions.

Anticipate questions that applicants may ask and prepare answers.



Prepare a Back-up Plan.

ADMIT provides 24/7 tech support and provides call-in information for all interviews in case of connection issues.



Establish a Standard Welcome.

Develop a standard statement of welcome to begin each interview.



Acknowledge Interruptions.

Acknowledge interruptions may occur. Inform candidates that they will not be penalized for them.



Create a Professional Environment.

Choose a space with a neutral background that is well-lit and quiet (if possible).



Plan Regular Breaks.

Avoid exceeding 4 hours of straight interviews to prevent cognitive overload.



Mitigate Unconscious Biases.

Acknowledge that we all have potential for bias and seek opportunities to mitigate.



Assign a Moderator.

Assign one individual as a moderator to ensure a seamless flow in panel interviews.

