

Tips for Online Interviewing

Hiring Managers should consider the following recommendations when performing any virtual interviews:

Quick Checklist for Successful Video Interviewing

- Ensure tech and audio are working and give the candidate a few extra minutes to log on
- Take time for professional introductions
- Maintain a professional image. Dress to impress and be mindful of the background in your home office.
- Choose a quiet environment and remember to silence your cell phone
- Make the candidate comfortable. Not everyone is used to video calls. Start with light conversation or a soft question
- After the hire, make the candidate feel special even from afar. Send a welcome card in the mail or merchandise from your department with Iowa State logo. During the first week send them lunch one day.

Refer to our [Recruitment & Selection Guide](#) for more detailed information

- Provide candidate with the software information that will be used for the interview at least 48 hours prior to the interview.
- Iowa State recommends using [Webex](#) for online interviews.
 - Test software with work colleagues before calling the candidate.
 - In order to avoid confusion, send the candidate only one link to the Webex that will be used for the entire interview even if there are different interview teams.
 - Have a backup software option such as [Zoom](#) or [Skype](#).
- Search committees are only recommended for P&S jobs with a P38 grade or higher.
- Consider having no more than 3 team members interviewing a candidate at a time to ensure technology works for all. Connect with team members before calling the candidate
- Limit interviews to 2 hours maximum with built in breaks.
- Disconnect candidate from the call during breaks to provide them time to refresh.
- Understand that there might be candidates that do not have internet connection and will need to be interviewed by phone.

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- Inform candidates if cameras will be used ahead of time.
- Provide candidates with an interview agenda.
- Provide information to candidates about the onboarding process after hire: Remote onboarding or on campus requirements?

Additional Resources to Consider

Important: Candidates will not have the opportunity to visit campus and many of them might not be familiar with Iowa State or the Ames community. These resources can provide them with information on Iowa State University and Ames:

1. [Iowa State Virtual Tour](#)
2. [Iowa State Admissions Videos](#)
3. [Iowa State Alumni Association Presentation](#)
4. [Ames Chamber: Tour of Ames](#)
5. [CyLife: Iowa State Campus Tour](#)
6. [What Iowans Value: Iowa State Extension and Outreach](#)
7. [Ames Community School District](#)