# Checklist for conducting a remote video interview

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| **Prepare in advance** | |
|  | Choose the appropriate software that will be used e.g. Skype, Microsoft Teams, Zoom etc. |
|  | Ensure that the software is working by running test runs – if it is not, consider alternative methods. |
|  | Provide the interviewee with information on the software they need to use and how they can gain access to it – make sure they are not going to have any issues using this method. |
|  | Formulate a back-up plan for what you will do if there are connectivity issues during the interview. |
|  | Arrange the time you will contact the interviewee. |
|  | Inform the interviewee if they will be expected to maintain a certain standard of dress for the video call. |
|  | Prepare interview questions which are short and easy to understand. |
|  | Ensure you can contact them from somewhere where you will be free from interruptions for the duration of the interview. |
|  | Turn off email notifications and minimise opportunity for other distractions. |
| **Starting the video interview** | |
|  | Thank the interviewee for agreeing to speak to you. |
|  | Check the interviewee is free to speak and that they can do so without interruption. |
|  | Explain the format of the interview and likely duration. |
|  | Explain that they will be given the opportunity to ask questions. |
|  | Explain that you will be taking notes. |
| **The video interview** | |
|  | Let the interviewee know that you have their CV or application in front of you. |
|  | Check the interviewee has received any information you have sent to them e.g. job description. |
|  | Ask each prepared question in turn and allow the interviewee time to respond. |
|  | Leave a pause after you have spoken to allow for video call lag. |
|  | Ask any follow up questions or points for clarification to make sure you fully understand what they mean. |
|  | Ask the candidate if they have any questions. |
|  | Ask the candidate if there is anything else they would like to add. |
| **Closing the video interview** | |
|  | Thank the interviewee for their time. |
|  | Explain the next steps of the process – what the next steps are and when you will get back to them. |
|  | Close the interview and thank the interviewee for their interest. |