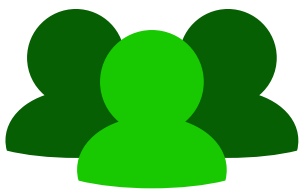


Virtual interviews are not the 'norm' in education. However, in these unprecedented times they will become a necessity if schools are to ensure their staffing needs are met appropriately. As with everything enabled by technology, virtual interviews will streamline your recruitment process - but while the efficiency of this process may appear beneficial, your 'end game' is still the same; to conduct interviews professionally and effectively in order to appoint the right person for the role in question.

Below are some best practice tips to help the process run smoothly:

WHO IS ON THE PANEL?



Invite key internal stakeholders to participate in virtual interviews. People whose key stage, department or faculty will be impacted by the appointment are invaluable to the interview process. Helping your panel understand the process of interviewing is also key, as this will keep interviews on topic and allow everyone to learn more about each candidate .

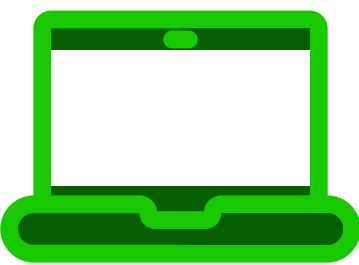
RUN A TIGHT SHIP

Prior to interviewing candidates, set aside time for 'virtual shortlisting' with those involved in the interview process. This will enable those participating to familiarise themselves with the software.

Once the shortlisting is complete, schedule interviews and attach application forms to the relevant interview reminders. Having it all in one place ensures your panel will have everything they need for the interview to be a success



MAKE SURE THE TECHNOLOGY WORKS



Do your research and look to be using a 'dependable' platform. We suggest Microsoft Teams. These systems are continually evolving so participants and candidates will have to ensure their device (laptop, desktop or mobile technology) has connectivity prior to the interview. This will reduce the possibility of technical difficulties, interruptions and the potential of having to reschedule interviews thus delaying the process.

BE TRANSPARENT WITH CANDIDATES

Beyond confirming interview dates and times, it is important to provide candidates with the names and titles of the people who will be conducting the interview. You will also need to gauge the candidate's familiarity with technology as this may have an impact on their performance; not all people are comfortable with virtual face-to-face encounters.

It is up to the candidate to be prepared in all other ways, as they would for an in-person interview.



SET UP EVERY INTERVIEW FOR SUCCESS



When inviting candidates to interview, they should be made aware of the duration of the interview, and sent dial-in instructions along with interview reminders. It's also good to send instructions for what to do if technical difficulties arise.

Your panel should be sent copies of the questions and know what questions they are asking and how any follow-up questions can be asked. At the end of the interview, ensure the candidate has left the video conference prior to having any discussions.

ATTIRE & THE SURROUNDINGS

Your panel and candidates will need to be reminded about appropriate attire and what should not be visible in the background. A well-lit space is ideal for conducting interviews. Sources of noise and distraction should be eliminated by turning off phones, closing doors and letting those around you know that you are not to be disturbed. There is nothing worse than an interview being interrupted and a candidate not feeling as they have been given a fair opportunity.



Remember:

Each candidate will also be forming an opinion of you and your organisation. If it appears that the process is less than professional, you may lose out on employing the one candidate you wanted.