

HIRING REMOTELY YOUR GUIDE TO CONDUCTING VIDEO INTERVIEWS

If you need to hire whilst remote working, there are several ways to ensure a successful video interview and find the right candidate.

- 1 Choose your type of remote interview:** We recommend conducting video interviews where possible. There are two types of video interviews: one-way and two-way. In a one-way interview, you send your candidate a list of questions and they send a recorded response back. We suggest a two-way video interview as this enables you to interact with the candidate, giving you a better indication of their soft skills and cultural fit.
- 2 Choose your platform:** When conducting a video interview, there are a number of options available, including Skype, BlueJeans, FaceTime and WhatsApp video calls. Some of these also allow for conference interviews, so if required multiple interviewers can speak to a single candidate. However, be mindful that not all candidates will have access to all these tools – so talk to your consultant about the best platform to use.
- 3 Remember the basics:** Before the interview, conduct a test run to check your technology and software. Check your appliances are adequately charged, that you will be undisturbed throughout the interview and be aware of what may be seen behind you on video calls. We suggest you sit or are standing up in one location and do not move around.
- 4 Reflect your organisation's culture:** During the interview, dress to reflect your typical workplace culture: for example, if an employee can expect to be working in a corporate office environment consider wearing more formal attire.
- 5 Give an indication of interview length:** This should be discussed with your recruiter beforehand, but it is also good to mention how long an interview will take at the start of the call; The candidate can then ensure their devices are adequately charged and that they do not need to change location.
- 6 Question preparation:** No different to a normal interview, have a set of questions pre-prepared. These can be the same as you would ask in a face-to-face interview and will likely be a mix of technical and behavioural. Have these questions next to you and ensure you can see them whilst conducting your interview.
- 7 Notice their presentation:** Pay attention to how they communicate: do they speak in a professional manner or are they more informal? Look at their body language and how engaged they are. Consider what they are wearing and the environment they have chosen to be interviewed in.
- 8 Take notes:** Take notes of their responses or use an interview scorecard to assess how well they respond.
- 9 Review the interview:** After the interview, review any notes you jotted down. Consider any further questions you would like to ask and relay these to your consultant.
- 10 Speak to your recruiter:** Your Hays consultant will contact you after the interview: let them know how it went, what your thoughts are and discuss the next steps. If you require any further support, they will be happy to help.

Hays has a robust and flexible business continuity plan in place so we can continue to deliver our services to high standards, whilst maintaining the health, safety and wellbeing of our staff and customers.

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