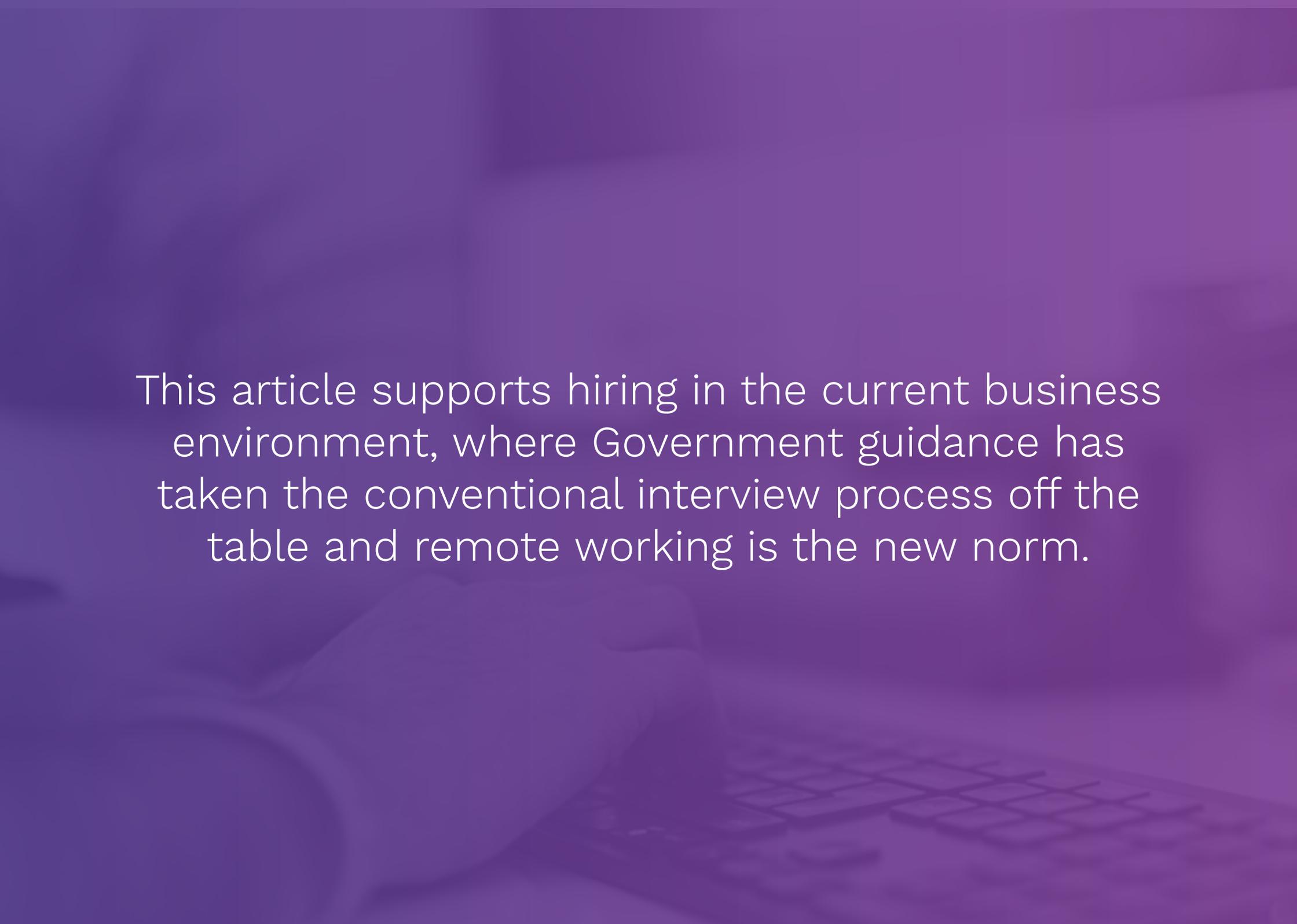




| **Interviewing Candidates** | Recruiting Online



This article supports hiring in the current business environment, where Government guidance has taken the conventional interview process off the table and remote working is the new norm.

Interviewing Online

At the FJR Group, we use video conferencing platforms Microsoft Teams and Zoom for our online interviews. Interviewing online isn't new to us, but performing all our interviews online is.

Over the recent weeks, both Microsoft Teams and Zoom have stood up to the test. Both have been reliable and enable high-quality interviews to be performed remotely, providing the platform to get to know candidates, their personality, knowledge and skills.

In our experience, both are easy to set up and easy for candidates to access. Both also provide a cost-effective option in the current business climate.

The Platforms

Microsoft Teams

If your business has Microsoft Office365 Business Essentials or Premium, you will likely have access to Microsoft Teams. Microsoft Teams includes an array of features with video conferencing for online interviews. If your business has Office365 then Teams could be the perfect platform.

Zoom

Away from Office 365, Zoom is an independent video conferencing platform with a feature-rich free version called Zoom Basic. Zoom Basic gives you access to everything you need for one-on-one meetings, however, if you are looking to host a meeting with 3 or more participants for over 40 minutes, you will need to subscribe to one of Zoom's paid plans.

Getting **Up** And **Running**

When you have selected your platform, it is time to get prepared for the online interview.

We have used our experience to put together a list of things to consider at each stage of the process...

The Setup

1

Install The Applications

We have found Microsoft Teams and Zoom work better with their application installed, rather than using their programme through the browser. So we suggest you download the programme and get it installed on your machine. The programmes provide additional video functionality, most notably in group video calls. Installing the applications is easy to do, but if you don't have access rights to install .exe files, this may require the support of your IT team.

2

Test Your Internet

Test the internet connection in your interview room and opt for a wired connection if possible. Wired connections provide a little more stability and will reduce your risk of hosting a low-resolution video call.

3

Host a Mock Interview

Host a mock interview with one of your team to get familiar with the platform, run through the on-call options, including mute and potentially the record functionality, if you are looking to record the interview to share or review later.

4

Support The Candidate

Offer the candidate support with getting set up and ready for the interview. Perhaps even arrange a test video call with the candidate before the interview date.

Interview Preparation

1

Timebox the interview

Plan out the interview and timebox introductions and getting to know the candidate, this will allow you to set aside plenty of time for your questions.

2

Consider a Technical Assessment

Prepare questions thoroughly and consider including a technical assessment. If a technical assessment is relevant, make sure your platform of choice is accessible online.

3

Enlist the support of your colleagues

Consider inviting colleagues for additional insight and support. It is easy to invite additional participants on both Microsoft Teams and Zoom. If you are apprehensive about interviewing online, validation from a trusted colleague might help your decision-making process.

4

Record the interview

Consider recording the interview, as rewatching the interview might also help with making a final decision. If recording the interview is of interest, consider asking or notifying the candidate before the session.

The **Interview**

1

Plan a Light Introduction

Set aside plenty of time before the interview to get online and get your video streaming. Nobody enjoys switching their computer on and being forced to update, so get online early and make sure you have plenty of time should the unexpected present itself.

2

Make the candidate comfortable

When you start the interview, focus on the candidate and making them as comfortable as possible before moving onto the questions. You want the candidate to perform at their best, so take time to set the mood to give them the best opportunity to deliver in the strange circumstances we find ourselves in.

If you need any help with any of the above, reach out to your favourite FJR Group team member and they will be delighted to support your sourcing and selecting process.