

Interviewing candidates remotely

Even without the pandemic restricting the contact we can have in person there was an increasing popularity of interviewing virtually already– and now it's here to stay.

Interviewing and hiring employees remotely requires your interviewing team to learn a new set of skills. As you can imagine, conducting remote interviews brings along a few technical and logistical complications as well as not being able to judge everything you could in person but it is a way to continue the recruitment process and can bring many positives.

1. Come Prepared

While coming prepared is advice that is frequently given to the interviewee before an interview, it is just as imperative for interviewers. Similarly, to how you would prepare to be interviewed, research your candidate and be familiar with the position you are interviewing them for to prepare appropriate questions. Keep in mind that you're trying to find out if your candidate will be a good employee and if working remotely in the role you are testing out if they will be a productive remote employee.

Because a certain level of trust needs to exist between management and their remote workers, be sure to ask meaningful questions that give you a glimpse into your interviewees' experience in remote positions, work ethic, and communication style. For an added benefit, consider asking candidates to **take a personality test** to determine their work tendencies and what motivates them.

2. Using Technology

When it comes to conducting remote interviews, using the right technology and tools is critical for success. After all, technological failures can make your company appear unprepared, unorganised, and unprofessional. To create the most personal connection possible with your remote interviewees, **conduct live video interviews**. This way, you can mimic a face-to-face meeting as closely as possible so you can build a closer relationship and gauge facial expressions.

Using a video interviewing platform that allows live video interviews to be recorded gives you the ability to reference specific questions or conversations after the fact and collaborate with other members of the hiring team.

Using technology also means you can invite colleagues to join the interview process from other locations and other countries with ease and without the cost of travel. You can also

record the interview (with Candidate prior agreement) if you wanted to reflect on it or let someone else in the process see it.

In addition, you should not have excuses of weather conditions or traffic delaying or interrupting the interview.

3) Listen with Intent

While using communication tools such as video to conduct remote interviews, demonstrating active listening can be difficult. The diminished body language and eye contact makes it critical to **find other ways to show that you are truly listening**. Tips for portraying active listening via technology include recapping key points to their comments, asking questions, nodding your head, taking notes, avoiding talking over your candidate, and staying focused on your screen.

By doing these things, you will be able to show your candidate that you are interested in what they are saying, want to hear more, and care about their answers. End all remote interviews with a recap of what the discussion was to make your prospective employee feel appreciated and eager to join your company. If you fail to do these things, your candidates could become uninterested and put off, leaving a bad experience in the candidate's mind.

Overall, remote interviews don't necessarily need to be that much different from in-person interviews, as long as you are equipped with the right knowledge and technology. By making sure your technology is ready you'll be in a good position to employ the best candidates for your positions.