

Interviewing Candidates

To limit in-person contact and support social distancing, an interview may occur over the phone or through video chat (Zoom or Skype for example). In some cases, an in-person interview may be unavoidable. Hiring Managers will need to provide the candidate with the current OSU guidance to promote the health and safety of our campus community.

Refer to the [OSU Cowboys Coming Back](#) website for the latest guidance and expectations for visitors.

Conducting the In-Person Interview

The following safety measures need to be in place if an in-person interview is necessary.

- Everyone must wear a face covering (mask)
- Maintain at least six feet of distance between one another
- No more than 10 participants in a large room

Conducting the Virtual Interview

Here are a few reminders and tips to help.

- Test the videoconference platform in advance with the committee members. Check connections, voice and video quality, backdrop is appropriate and not distracting and familiarize everyone on how to use the platform's tools.
- Prepare the interview questions and coordinate speaking rotations with the committee in advance. Have an organized approach to manage the “off script” questions or remarks that come up to minimize disruption during the interview. You can designate committee members as the go to person if a subject is brought up (i.e. culture, benefits, department).
- Discuss proper video etiquette with the committee members.
- Approach video interviews with the same level of professionalism and personable etiquette as an in-person interview.
- Provide a few reminders to keep eye contact with the computer’s camera or webcam, speak clearly, nod when the candidate responds, and account for time lags when someone is speaking by waiting a few seconds after a response to ensure the speaker is done talking.
- It is proper video etiquette to mute your microphone when you are not the speaker during a videoconference to avoid confusion and noise disruptions.
- Check in with the committee and the candidate the day before the interview to answer any questions.
- On the day of the interview, have the committee log in before inviting the candidate to the video conference. This allows the committee to have a moment to gather before the interview begins.
- The candidate may be new to video interviews, so be thoughtful and forgiving of their disruptions. If you happen to hear a phone ring, a dog bark, or people in the background, refrain from penalizing your candidate. It is likely that your candidate also has to work from home, a spouse is working from home, or children are not in school.
- Help the candidate get a sense of the culture. Consider telling a story focused on your department’s role within OSU’s mission. Share your screen with the candidate and show some of the departmental communications (i.e. social media pages, newsletters).
- Send a quick note to say thank you to the candidate on behalf of the whole committee for being flexible and request their feedback.

If you have any questions, please email us at osu-hr@okstate.edu or call (405) 744-2909.