Advice for online job interviews

This guide has a few simple tips on holding an online job interview. Everything that you would usually prepare and consider before a job interview still applies. However, there are some things you should have particular focus on when holding a job interview online.   
  
**Clear division of roles and structure**Virtual meetings require a tighter structure if they are to be effective. In contrast to physical meetings, communication and interaction do not happen automatically, and some participants quickly become passive. This means that the host has to structure the meeting so that all participants know what they are to contribute and when.   
Therefore, it may be a good idea to structure the interview in advance, and allocate responsibility and roles with regard to who is to say what.

To ensure that all the relevant competency requirements are covered by the candidate (see the job advertisement), there are ideas for questions and the structure of the meeting in the ['Interview guide for academic positions'](https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Rekruttering/Rekruttering/Interview_guide_for_academic_positions.docx) and the ['Interview guide for technical/administrative positions’](https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Rekruttering/Rekruttering/Interview_guide_for_technical_administrative_positions.docx). [Click here to find these and other recruitment tools](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/recruitment/).   
  
**Make the virtual room inviting**  
The most disruptive element in an online meeting is if there are technical problems. So always make sure that the technology works. Ask everyone to check their connection and their equipment/device well in advance of the interview.

There are also a few simple tips on how to ensure a more inviting virtual space. Sit away from other activity to create a calm and intimate meeting environment. It is often a good idea to use a headset for better sound quality. Avoid sitting in direct light, as this can make it hard for others to see you on their screen. Finally, place the camera at the same level as your face. This will put you at eye level with the other participants.

**Use clear verbal communication**Many people will find that it can be more difficult to decode communication through a screen. This may be because the non-verbal communication that takes place during physical meetings is not present to the same extent online. For this reason, it is particularly important to communicate clearly. Speak slowly and clearly, and allow breaks to avoid interrupting each other. Finally, it is important to clarify when you are asking a question and who you expect to answer.   
 **Avoid passive participants**Participants who are not expected to contribute actively should not be included in an online job interview. If a participant does not have a specific and active role in the interview, he or she will often become a distraction for the candidate. This distraction will be reinforced in an online meeting.

**Avoid long monologues**   
Long monologues can be disturbing for all types of meetings. But online, long monologues will cause participants to lose their concentration. Therefore, make sure that you do not speak for too long without involving other participants in the meeting.

**Make your presence felt at the meeting**As an online job interview will most likely also be unfamiliar for the candidate, there is extra pressure on you as the recruiting manager to be attentive and to create a good atmosphere for the interview. Therefore, always try to read any signals from the candidate, and ask if the candidate looks unsure.

Another challenge with virtual meetings is that participants can easily lose concentration or be distracted. For this reason, everyone should contribute and take responsibility for ensuring a good interview. It may be a good idea to set some ground rules together with the rest of the appointment committee to minimise the risk of disturbances. For example, close Outlook or Internet browsers, and turn off phones during the interview.