



In collaboration with our members and the feedback, resources and insights they have shared through Member Chat, AAPPR has compiled the following suggested tips for virtual interviews.



### GET TO KNOW THE PLATFORM.

Every virtual meeting application is a little different, and taking a few minutes to familiarize yourself with the website or app you will be using in advance will save you time and stress the day of the interview.

- Download and install any applications to your computer, tablet or phone
- Test your login and connection. If you will be doing the interview somewhere other than a home office be sure to check the WiFi signal in advance
- Test your speakers and microphone in advance
- Consider doing a trial run with a friend or colleague to learn how the program or application works
- Log on a few minutes in advance to test your connection, microphone, and speakers



### SET THE STAGE.

An interview is a professional experience regardless of whether it is in person or virtual. Maintaining a professional appearance is still important, but when interviewing virtually, you also need to remember to create a professional atmosphere.

- Minimize distractions by closing any programs running on your computer, tablet or cell phone and turn off any ringers or notifications
- Minimize background noise by finding a quiet place to interview and close any doors or windows to reduce noise from the outside
- Consider the setting; try to have a neutral background with minimal pictures or decorations that can draw attention
- Ensure the space you will be using for the interview is well lit
- Wear professional attire; be aware of bright colors or distracting prints
- Have a pen and notebook ready; toggling between screens to take notes can be distracting, taking notes by hand will help keep your focus on the camera and interviewer
- Keep a glass of water nearby
- Remember to keep eye contact with the camera



## TIPS FOR RECRUITERS.

- ⦿ Be sure candidates and interviewers are comfortable with the interview platform and be prepared to offer support if needed
- ⦿ Use the same platform for all participants to minimize confusion
- ⦿ Create individual meetings for each interview session
- ⦿ When scheduling multiple interviews in the same day be sure to leave a little time between meetings to account for delays and to give the candidate short breaks
- ⦿ Check-in with candidates and interviewers before their scheduled times to ensure everyone is on time; when possible consider participating in the first few minutes of the interview to introduce the participants
- ⦿ Provide candidates with the full schedule and meeting invitations as far in advance as possible and include the contact details for interviewers
- ⦿ Provide interviewers with the full schedule, meeting invitations and candidate cv in advance
- ⦿ Schedule time with the candidate at the beginning and end of the interview day(s) to review the parties the candidate will be interviewing with and debrief after the interviews have concluded
- ⦿ Keep communication channels open about next steps and follow up details to help the candidate and practice feel more connected
- ⦿ Consider involving local real estate agents or other community members who can share details about the area with candidates



## TIPS FOR INTERVIEWERS.

- ⦿ A virtual interview should have the same tone as an in-person interview, be sure to ask questions that will accurately assess a candidate's skills and fit for the practice
- ⦿ Follow up with candidates and ensure communication channels remain open
- ⦿ When interviewing a candidate as part of a panel ensure everyone agrees with what questions will be asked and that all participants have a chance to engage with the candidate



Association for Advancing Physician and Provider Recruitment  
2501 Jolly Road, Suite 110, Okemos, MI 48864

[www.aappr.org](http://www.aappr.org)