

PROVIDING STAFFING SOLUTIONS SINCE 1988

## 9 Tips for Successful Virtual Interviews



**With the new normal being virtual interview** whether via Skype, Zoom or one of the many other platforms, the need to have your assessment skills and listening skills honed is more critical than ever. Many of our clients start with an initial phone screen followed by an online interview prior to onsite visits, if any. Following these few steps may better prepare you for your virtual interaction.

1. Confirm the call time by emailing a confirmation and a link to the connection if possible. This may seem elementary, but we have found candidates struggling to coordinate the technology since it's new to them. You should also check your own technology to be sure everything is working properly.
2. Prepare for the video in a quiet well-lit place in which items in view are professional and appropriate.
3. Write out some specific questions and items you want to focus on. The newness sometimes has us forgetting to get to some talking points we initially thought of.
4. Open your conversation with some casual discussion. Nerves are high. The applicant is likely very nervous as well. Make them feel comfortable prior to the beginning of the formal interview part.
5. Make good eye contact with your applicant. Don't be distracted by what going on around them.
6. Look for nonverbal cues and how they present themselves, like their posture, their degree of attentiveness and professionalism.

7. Be sure to dress as if you were interviewing face to face!
8. Conclude by identifying a follow up plan even if the candidate isn't a fit for the role. They still deserve a courtesy call to notify them if they are not in contention anymore.
9. Just make it work! As strange as it might feel it's here to stay for now. Make the best of it.

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## DID YOU KNOW??

- Connecticut minimum wage is going up from \$11.00 per hour to \$12.00 per hour on September 1, 2020. Additional increases expected are: \$13.00 on August 1, 2021; \$14.00 on July 1, 2022; and \$15.00 on June 1, 2023.



- Under Connecticut's "Time's Up Act," all employers with three or more employees must provide a minimum of two hours of sexual harassment prevention training to all employees prior to October 1, 2020, or within six months of hire.

Understandably, many employers are struggling with how to provide this training under the current conditions. In light of the COVID-19 emergency, the Commission on Human Rights and Opportunities (CHRO) has extended the deadline for training new employee.

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- Environmental Science Company, New Haven County, Web & Database Developer
- Electronic Components Company, Shoreline, Sales Administrator
- Lighting Company, New Haven County, Controller
- Product Manufacturer, Michigan, Sales Manager
- Security Products Company, California, Director of Sales

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