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The Hiring Manager's Checklist to Video Interviewing

We are in the early days of video interviews being the norm. Increasingly, organisations are using Zoom, Skype, MS Teams and Google Hangouts for interviews. These remote interview calls are crucial in a time that doesn't allow us to interview face-to-face, but the digital tools have their own quirks and challenges.

Luckily for you, we have put together a checklist that covers all the details. You can now run your Video Interviews like a pro.

Assembling the Interview Panel

Yes No

- Are there different viewpoints (e.g. senior management member)?
- Is every panel member who needs to be present available?
- Are there guidelines on who will ask what question?

Choosing Your Setting

- Have you chosen a location with good lighting?
- Have you muted background noise with any communication app? - try [Krisp](#)
- Do you have a quiet, private space?
- Do you have a neutral and tidy backdrop?

Will there be Screen Sharing and Candidate Privacy?

- Do you have consent to record the interview to review afterwards?
- Is there any information related to other candidates during screen share?
- Have you closed your email and turned off notifications?

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Video Interviewing Preparation and Skills

Yes No

- Did you test your hardware and internet connection beforehand?
- Did you provide candidates with a 'How to' email?
- Have you prepared a short script going over what the interview will entail?

Communicating on Video

- Have you let the candidates finish what they are saying?
- Are you maintaining engagement level without risk of interrupting?
- When speaking, have you alerted other panel members or did you use the 'raise your hand' feature?
- Is your mic muted when you're not speaking?

Video Body Language

- Are you looking into the camera? Do you know where the camera is?
- Are you sitting up straight and lean into the camera when it feels natural?
- Don't rely on your body language to make your point.

Signing Off

- Have you ensured you and the panel have all the information they need?
- Have you invited questions from candidates?
- Have you outlined what the candidates can expect to happen next steps?
 - Finish by explaining the next steps in the recruitment process.
 - Thank the candidate for keeping the appointment.

Are you looking at ways to reduce your overall costs of recruitment?

Does the information supplied by your current recruitment agency allow you to make better hiring decisions?

Do you find yourself hiring on skills, only to fire on behaviours?

If you have answered yes to any of the above questions, we should talk [Contact Us](#).

Working with JobFitts: What can you expect?

At JobFitts, we understand a new hire is an investment that is carefully planned for with the expectations to meet the needs of the business and contribute positively.

We work with you in identifying your culture. Take ownership of your candidate care. Link your business goals to your hiring strategy and assess potential employees to match your requirements.

Our process is transparent, robust and result oriented.

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