

BEST PRACTICES FOR HOSTING VIRTUAL INTERVIEWS

Even though Foster Career Services (FCS) will be on campus this Fall, we know many employers may not be. FCS has compiled solutions that will allow you to continue using Handshake as your one-stop shop even if you'll still be virtually recruiting. Following the guidelines outlined below will ensure that:

Employers can...

- utilize Handshake's convenient interview scheduling system
- benefit from FCS monitoring for conflicting industry interview dates

Students can...

- use career center filters to find your interviews
- easily find all details for your interviews (and FCS can help them troubleshoot)

Foster Career Services can...

- guide students to which employers are hiring and help with deadlines
- use this data for year-over-year reference and hiring trends

OPTION 1:

If you're planning to use Handshake's scheduling system, "Request an Interview" and choose Preselect:

Step 1: Include "VIRTUAL" in title of Interview Schedule

Step 2: Share interview URL or log-in instructions to the schedule via one of 3 ways:

- **Include in Interview schedule description** (best if only one interviewer/"room")
- **Input into Interviewer slots**, after schedule is approved (best for multiple interviewers/"rooms")
- **Recommended: Send log-in instructions directly to candidates** on your schedule 1-2 days prior to interviews via email or [Handshake messaging](#)

Step 3: After your interviews are complete, please plan to share which of the candidates you met with, versus which ones were no-shows or had to reschedule. We will use this information to "check them in" or to reach out for disciplinary action if needed.

OPTION 2:

If you're planning to use your own scheduling system, "Request a Room-Only Schedule" OR simply share your interview details with bizhire@uw.edu:

1. Date of interview
2. Roles interviewing for (via Handshake job ID/link or external link)
3. List of UW candidates interviewed (after interview date)

VIRTUAL INTERVIEW TIPS:

- Request same # of rooms as you have interviewers (Preselect only)
- Use a different link for each interviewer/room (Preselect Only)
- Plan to use a waiting room feature to avoid interruptions
- Use password-protected links/invites
- Include the name of the video platform you'll be using so students can install it or log-in in advance
- **Highly recommended:** Email all students on your interview schedule the day before to make sure they have the correct log-in instructions.
- **Note:** All UW students have free access to these platforms with their UW email address: Zoom, Skype, Microsoft Teams, Google Meet