

## Virtual Interviewing Guidelines

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- Whether the will complete a work sample.
  - Whether the will be asked to solve a problem on the spot, etc.
  - What time the interview will start.
  - Name and title of the interview committee, if applicable.
  - Provide them with a backup phone number to reach you and ask them to have a backup number as well.
  - Timeline for final election and anticipated start date, if applicable.
- Ask each candidate whether the **4 B r r r g 1 g Z i ( t 7 i 3 P t t g 1 g Z i ( 7 i**

- If a search committee member is not available for an interview and listens to a recorded interview for one candidate, then the search committee member has to listen to a recorded interview for all candidates
- If there are technical difficulties on either side, please reschedule the interview.
- At the conclusion of the interview, please make sure the connection is disconnected before discussing with the committee.