



Virtually Speaking

With an increase in the number of remote workplaces, virtual interviews are becoming the norm. Here are some tips for conducting virtual interviews with immigrant candidates:

Be on the lookout for unconscious bias.

- Be flexible when scheduling an interview. Recognize that digital devices may be shared and childcare needs may limit a candidate's availability.
- Copy and paste the question into the chat box every time a question is asked. This is to recognize cognitive differences among candidates, as some may be better at reading a question than hearing it.
- Virtual interviews may expose a candidate's home. There may be interruptions or technical glitches. Avoid unconscious bias by focusing on the candidate's skills and experience.

Plan for disruption.

- When you send an invitation for a virtual interview, provide instructions as to what candidates should do if the interview is interrupted by technical difficulties. Reassure them that the hiring committee will remain in the meeting room in case of an internet disruption.
- Encourage candidates to find a private spot for the interview, but recognize that it may not be possible. Acknowledge the possibility of being disrupted by partners, children, or pets.

Navigate video lags.

- During virtual meetings, individuals can talk over each other because of time lags, creating awkward situations. Wait a few seconds before responding to avoid interrupting the candidate.

Offer technical tips.

- Share these tips with the candidate to ensure a smooth interview:
- Fully charge your computer in advance, or leave it plugged in during the interview.
- Switch off or mute all alerts and notifications on your mobile devices and computer.
- Choose a quiet, indoor location to limit ambient noise.
- Raise your computer so the camera is at eye level to ensure that it's centred on your face.
- Avoid windows or bright lights directly behind you as they can cause shadows on your face.
- Use a pen and paper to take notes instead of typing, as the sound can be distracting.