Virtual Interviews

Aug 6, 2020
Agenda (Aug 6\textsuperscript{th})

- How are programs preparing for interviews this AY?
- Components of a digital interview
- Setting the stage for the virtual interview
- Questions
How are programs doing their interviews this fall?

Please use the chat box or microphone
The structures for an Interview

**Before**
- Scheduling
- Preparing

**During**
- Interview Panel
- Tour of program & department
- Social events

**After**
- Closing the loop; follow-up on items/questions
- Move to the next interview step (if applicable)
- Collect feedback on suggestions/improvements
“Setting the stage” for the interview
Before the Interview/Scheduling

Scheduling

- Finalize a scheduled time between interviewee and your interviewing panel
- Use a password to reduce any “Zoom bombing”
- Send calendar reminders

*Keep digital interviews no longer than 5 hours to reduce fatigue and keep engagement*
Before the Interview/Roles

Scheduling

- **Suggested Roles:**
  - Interview lead
  - Scheduler/ Zoom facilitator
  - Interview panel
  - Scriber

**Designate one person from the program to:**

Schedule meeting (Zoom only allow 5 meetings at the same time from one person)

2 Co-hosts per session
Mute/unmute attendees
Control access
Monitor chat and Q/A and answer questions
Before the interview

- Interview Settings
- Breakout Rooms
- Individual link to Faculty
- Individual link to Applicants
Before the Interview/ Connectivity and Performance

Preparation - Is your interview “interview ready”?  
• *Connectivity and performance*  
  • Interview device have sufficient battery or is connected to power source  
  • Webcam is aligned at eye level or higher  
  • Microphone is clear and intelligible  
  • If at home, make sure you’re in a location close to your Wi-Fi router
Before the Interview/ Connectivity and Performance

Preparation - Is your interview “interview ready”?  
- **Connectivity and performance**  
- Run a speed test at [www.speedtest.net](http://www.speedtest.net) and ensure at least 30 mbps download and 4 mbps upload speeds
Before the Interview/Connectivity and Performance

Preparation - Is your interview “interview ready”?  
• **Connectivity and performance**  
• Ask others in your household not to use heavy internet bandwidth while you’re presenting  
• Ensure your name is correct  
• Avoid using guest or public wireless networks  
• Shut down all other programs on your device  
• Download the zoom app to your smartphone
Before the Interview/Mock Practice

Preparation - Is your interview “interview ready”?

- **Have a mock practice interview**
- Backup phone number to reach you in case there’s a glitch
- Reschedule or continue the interview by phone

Do a Zoom video test
[https://zoom.us/test](https://zoom.us/test)
Before the Interview/Demo Scheduling

Preparation - Is your interview “interview ready”?

- **Scheduling Zoom session**
- [https://stanford.zoom.us](https://stanford.zoom.us)
- DEMO
Preparation - Is your interview “interview ready”? 

- **Running Virtual Sessions**
- Virtual background: [https://med.stanford.edu/cme/zoom.html](https://med.stanford.edu/cme/zoom.html)
- Security tab
- Muting attendees
- Adding Co-hosts
- Screen share options
Before the Interview/Physical Environment

Preparation - Is your interview “interview ready”?
• Optimizing the physical environment
• DEMO
Before the Interview/Physical Environment

Preparation - Is your interview “interview ready”?  
• *Optimizing the physical environment*  
  • Set the Scene and Minimize Distractions  
  • Ample lightning  
  • Comfortable chair  
  • Adequate electrical plugs
Questions?

Thank You!!!
Agenda (Aug 13th) at 12pm-1pm

- Discussion - What do you think makes a digital interview “Excellent”
- Conducting a digital interview
- Equitable interview
- Words from PDs – what are programs currently doing