

Virtual Interviewing Tip Sheet for Faculty

Some tips as we embark on our virtual interview season for residency and fellowships!



Please choose a quiet, private space from which to conduct your interviews. If at all possible, silence your phone to minimize distractions. If you must answer a call or text, let the applicant know to avoid the appearance of seeming distracted and disinterested.



As we've all learned, lighting can be tough on zoom. If possible, try to avoid being back lit which leaves your face mostly in shadow. Having a lamp in front of you can help!



Creative backgrounds have kept us all entertained on Zoom. For interviews, please make sure to use an appropriate, non-distracting background rather than importing an artificial one. If you do choose to use a background, consider making it Baltimore or Hopkins focused (could be a talking point about the city/campus for your interview)!



If using wifi to connect, please make sure you have a stable, reliable connection. (If you have had trouble connecting from home, please try to interview from your office or another location with a reliable connection.)



Take the time at the start of the interview to acknowledge, if you'd like, the unusual nature of these interviews—keep it positive and reassure the applicant that the program is making the day as “normal” as possible! Confirm that the applicant can see and hear you well.



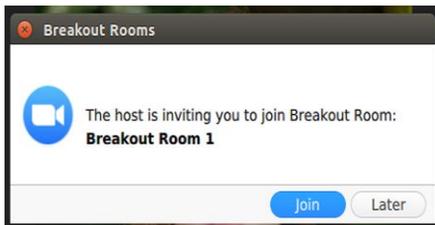
If you are going to take notes during the interview, let the applicant know—they won't be able to see that and being transparent about it will assure that the applicant doesn't think you are "multi-tasking" while interviewing.



Know where your camera is and spend at least some of the interview looking at it—that is how you make "virtual" eye contact! If you are looking at the applicant on the screen, to them it looks as if you are looking elsewhere. It feels weird—so practice!



Keep an eye on the clock! Know when your interview time is over as it's important—even more so than usual for many programs— to keep to a schedule.



Please note that many programs may be using break out rooms to move applicants and faculty in and out of interviews. Keep an eye out for breakout room invitations to join (and also to exit) the room. The breakout room functions typically gives a warning prior to the end of the time period, but know that when the time period is up, you will automatically be returned to the main room, so be sure to wrap up with the applicant and say goodbye in that final minute after the warning so you are not cut off automatically mid-sentence.



If at all possible, please complete your evaluations as soon after the interview as possible while the applicant is fresh in your mind, which also allows for data to be gathered in near real time.

Thanks for your help in making this unusual interview season a great success!