

# Instructions for Conducting a Video Interview

Dear [Interviewer's Name],

Thank you for agreeing to conduct an interview for the [Job Title] position at [Company Name]. Below are the instructions to help facilitate a smooth video interview:

## Preparation:

- Ensure your device (laptop/tablet/phone) is fully charged and has a stable internet connection.
- Install the required software (Zoom, Skype, etc.) and test it prior to the interview.
- Choose a quiet, well-lit location for the interview to minimize distractions.
- Have the candidate's resume and any other relevant materials on hand.

## During the Interview:

- Log in 5-10 minutes early to resolve any technical issues.
- Greet the candidate warmly and introduce yourself.
- Explain the format of the interview and how long it will last.
- Ask open-ended questions to encourage dialogue and assess the candidate's qualifications.
- Take notes during the interview for later discussion.

## After the Interview:

- Provide feedback in a timely manner to the candidate.
- Discuss your impressions with the hiring team to determine next steps.

If you have any questions or need further assistance, please feel free to reach out.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]