An Employer’s Guide to Remote Interviews at the University of Richmond

The University of Richmond’s On-Campus Recruiting Program enables its students and alumni to participate in on-campus interviews with employers. Occasionally, candidates are unable to interview in-person due to extenuating circumstances; so Career Services may provide remote interviewing as an option to candidates who meet one or more of the following conditions:

1. University of Richmond students who are studying abroad
2. University of Richmond students who are interning off the Richmond campus
3. University of Richmond alumni who qualify for the On-Campus Recruiting Program, and are employed full-time and/or live more than 50 miles from the Richmond campus

Remote interviewing includes phone interviews and video interviews using Skype or other video conferencing technology, depending on the student/alumni access to the appropriate technology and the preference of the employer.

Employer participation in remote interviewing through the University’s On-Campus Recruiting Program is optional.

Remote Interviewing Procedure for Employers

1. Register for an on-campus interview date through your SpiderConnect account. After this date has been held, attach your job/opportunity position(s) to this on-campus interview date schedule. When attaching the position(s), you will then have the option to select if your organization is able to conduct remote interviews.

2. After the position resume deadline has expired, select the candidates you would like to interview through your SpiderConnect account. The University’s Career Services will then coordinate the logistics of the remote interview with those selected candidates who meet the remote interviewing conditions.

3. The day of the interviews, you and/or others from your organization will be provided with the appropriate phone or video conferencing technology in the designated interview room. Career Services staff will be present and assist with the technology aspects of the remote interview.