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

Students and alumni of the University of Richmond (UR) have the opportunity to participate in an in-person interview with employers through our On-Campus Recruiting Program.

Occasionally, candidates who would like to interview through this Program are unable to do so due to extenuating circumstances. Career Services can provide candidates who meet one or more of the following conditions the option of a remote interview:

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

Remote interview options include both phone interviews and video interviews using Skype or other video conferencing technology, depending on the student/alumni access to 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. Please follow the general On-Campus Recruiting procedures as outlined on UR’s Hire Spiders website at: http://careerservices.richmond.edu/employers/recruit-at-richmond/interviewing.html

2. The Career Service’s Employer Relations Coordinator will contact you to let you know a candidate you wish to interview has remote status and to offer phone or video interview arrangements. UR will provide the phone or video conferencing technology and will incur the cost of the call/connection for the employer.

3. The Employer Relations Coordinator will notify the remote candidate and will coordinate the logistics for the remote interview.

4. On the day of your interviews, the Employer Relations Coordinator will provide you with the appropriate phone or video conferencing technology in your designated interview room.