

## A Student's Guide to Remote Interviews

The University of Richmond recognizes that certain circumstances, such as study abroad or an internship may prohibit a student from interviewing with an employer/organization on the Richmond campus. Most employers welcome the idea of remote interviewing, thus Career Services developed 'A Student's Guide to Remote Interviews' to help you connect with employers.

Remote Interviewing consists of phone or video interviews. Career Services will work with you to determine the best remote interviewing type and technology for your location along with the preference of the employer. Whenever possible, the preferred remote interviewing type is video via Skype. You are responsible for all remote interview costs on your end, Career Services will not reimburse you.

Note – Not every opportunity posted in SpiderConnect will result in an on-campus/remote interview. You can identify these specific types of opportunities by looking for certain information within each posting (see red arrows in the posting example below). If the field titled "Employer Able to Conduct Remote Interviews" is marked "Yes," the employer invites all students, whether they are 'on' or 'off' campus to apply to the opportunity.



**T** Sr. Test Position Program ★ Campus interview  
Full Time (post-graduate)  
The Test Organization – Richmond, Virginia

Position Type	Work Authorization
Full Time (post-graduate)	U.S. Citizen, Permanent Resident

Description

This is a test position, and you should not apply. This position was created for SpiderConnect testing purposes only.

Location

Richmond, Virginia

Employer Able to Conduct Remote Interviews ← Yes

Compensation

Unpaid

Job Function

Other

## How Do I Apply for an On-Campus/Remote Opportunity?

In SpiderConnect, locate the opportunity that you are interested in applying. Once again, an on-campus/remote posting will have certain identifying information (see red arrows in the posting example above). Submit your résumé and, if applicable any other documents through SpiderConnect by clicking on the "Apply" button. Next, double check the SpiderConnect posting to confirm that you have completed all of the required steps. If applicable, any additional instructions can be found under the "Applied" button. In many cases, if you do not also apply on the organization's website, you will not be considered in the applicant pool.

### I Received an Email Stating I was 'Selected' to Interview....Now What?

1. As soon as possible, log into your SpiderConnect account and click on the "On-Campus Interviews" tab to schedule an interview timeslot. Note, timeslots are available on a first-come, first-served basis. If you wish to decline the interview, click on "Decline Interview" within SpiderConnect so another student may have the opportunity to interview. *When choosing a timeslot, be mindful that all times are listed either as Eastern Standard Time (EST) or Eastern Daylight Time (EDT).*
2. After you select a timeslot, contact Ms. Sarah Kuhn, employer relations coordinator at [skuhn@richmond.edu](mailto:skuhn@richmond.edu) with the following information:
  - a. Your Name
  - b. Your email address
  - c. Your Skype username (If you do not have a Skype account, please register for a FREE account at [www.skype.com](http://www.skype.com))
  - d. Your phone number which includes the country code
  - e. The employer who has selected you to interview
  - f. The interview date and time
3. Upon receiving your email, Ms. Kuhn will respond with further detailed instruction. Do not reach out to the employer/organization to arrange a remote interview - Career Services will be the coordinator between you and the employer.

### What Do I Need To Do Before my Remote Interview?

1. The expectation of you (the interviewee) is the same as if you were conducting an on-campus interview at the University. To improve your performance in the interview, review the Interviewing Resources on the [Career Services website](#). Professional attire is essential; for more information, contact [Career Services](#).
2. Each remote interview type has its own set of preparations that must be completed prior to the interview:
  - **Phone**
    - Forward your phone number plus country code, if applicable to Ms. Sarah Kuhn ([skuhn@richmond.edu](mailto:skuhn@richmond.edu)) at least two (2) business days prior to your interview.

- Interviews must be conducted in a quiet place (no background noise; i.e. TV, radio, conversations, etc.), and where you cannot be distracted. Seek out this quiet location prior to your phone interview.
- If using a cell phone, make sure you have a strong signal. In advance, seek out a location and do a test.
- **Skype**
  - If you do not have a Skype account, please register for a FREE one at [www.skype.com](http://www.skype.com)
  - Forward your Skype username to Ms. Sarah Kuhn ([skuhn@richmond.edu](mailto:skuhn@richmond.edu)) at least two (2) business days prior to your interview.
  - Make sure your computer has a working webcam and you are able to transmit and receive both audio and visual communication.
  - Interviews must be conducted in a quiet place (no background noise; i.e. TV, radio, conversations, etc.), and where you cannot be distracted. Also, make sure that the environment behind you (the background area which the employer will see) is professional and neutral. Seek out this quiet and professional location prior to the interview.
  - If using a wireless connection, make sure you have a strong Wi-Fi signal. In advance, seek out a location and do a test. If you are still uncertain of your signal and/or connection, contact Ms. Kuhn to conduct a communications test.
- **Video Conferencing**
  - Obtain the IP address you will use for the interview and forward it to Ms. Sarah Kuhn ([skuhn@richmond.edu](mailto:skuhn@richmond.edu)) at least two (2) business days prior to your interview.
  - Interviews must be conducted in a quiet place (no background noise; i.e. TV, radio, conversations, etc.), and where you cannot be distracted. Also, make sure that the environment behind you (the background area which the employer will see) is professional and neutral. Seek out this quiet and professional location prior to the interview.
  - Make sure the video conferencing system has a working webcam and you are able to transmit and receive both audio and visual communication.
  - If using Video Conferencing, other than Skype, you must contact Ms. Kuhn to conduct a test of the system at least two (2) business days prior to your interview.

### **The Day of the Remote Interview – What to Do and What to Expect**

1. Professional attire is essential, and you should also have the following items readily accessible:
  - Résumé
  - Pen/pencil
  - Notepad for notes, computations, etc.
  - Questions for interviewer(s)

2. For each remote interview type, the following is to be abided:

- **Phone**

- Any last minute communication will be conducted through email. Be sure to have access to your email account right up to the start of your interview.
- Be ready 10-minutes prior to your interview.
- If you are instructed to contact the Interviewer, please make sure your call is punctual. If you get a busy signal or voice-mail, simply hang up, wait one (1) minute and call the Interviewer again. If you continue to have trouble connecting with the Interviewer, contact Ms. Sarah Kuhn at [skuhn@richmond.edu](mailto:skuhn@richmond.edu) or 804-289-8139.
- If the phone call is disconnected, the person who initiated the phone interview will call the individual back. If communication is not working after several attempts, contact Ms. Sarah Kuhn at [skuhn@richmond.edu](mailto:skuhn@richmond.edu) or 804-289-8139.

- **Skype**

- Any last minute communication will be conducted through email or Skype instant messaging. Be sure to have access to these resources right up to the start of your interview.
- Be “online” through your Skype account 10-minutes prior to your interview.
- Career Services and/or the employer will initiate the Skype video call. Do not contact Career Services/employer.
- If the Skype video call is dropped, remain “online” through Skype; Career Services/employer will attempt to reestablish a connection. If communication through Skype is not working after several attempts, contact Ms. Sarah Kuhn at [skuhn@richmond.edu](mailto:skuhn@richmond.edu) or 804-289-8139.

- **Video Conferencing**

- Any last minute communication will be conducted through email. Be sure to have access to your email account right up to the start of your interview.
- Be ready 10-minutes prior to your interview.
- Career Services and/or the employer will initiate the Video Conferencing call. Do not contact Career Services/employer.
- If the Video Conferencing call is dropped; Career Services/employer will attempt to reestablish a connection. If communication through Video Conferencing is not working after several attempts, contact Ms. Sarah Kuhn at [skuhn@richmond.edu](mailto:skuhn@richmond.edu) or 804-289-8139.

### **What to Do After the Remote Interview?**

Following the remote interview, you are expected to write a thank you letter/note. During the interview, ask for interviewers’ email address and the correct spelling of their name. As a back-up, Ms. Kuhn may be able to provide you with this information. For assistance in writing the letter/note, see the “Thank You Letter” Resource under ‘Resume and Interviewing’ on the [Career Services website](#).

## **For More Information and/or Assistance**

For career advising including résumé and cover letter review, mock interviews, one-on-one advisor appointments, etc., please schedule a Skype advising appointment through your SpiderConnect account. If you need assistance with making an appointment, please reach out to the University of Richmond's Career Services at 804-289-8547 or [careerservices@richmond.edu](mailto:careerservices@richmond.edu)

For questions regarding the On-Campus/Remote Interview Program, contact Ms. Sarah Kuhn, employer relations coordinator at 804-289-8139 or [skuhn@richmond.edu](mailto:skuhn@richmond.edu)

**\*\*Remote interviews are part of on-campus recruiting at the University of Richmond. Professional standards of conduct and consequences for on-campus recruiting can be found in the OACS Student and Alumni User Agreement located in SpiderConnect under your profile tab and on the Career Services website. Every remote interview is to be held confidential and no recording (audio, visual or written) of the interview is permitted.\*\***