Remote Interviews and Office Hour Meetings at the University of Richmond

The University of Richmond’s On-Campus Recruiting Program enables students to participate in on-campus interviews and Office Hour meetings with employers/organizations. Occasionally, students are unable to meet in-person due to extenuating circumstances. Career Services provides remote interviews and meetings as an option for those who meet certain conditions including but not limited to:

1. University of Richmond students who are studying abroad
2. University of Richmond students who are not on campus due to employment or health reasons, making it difficult to participate in person

Remote interviews/meetings include the use of phone or video conference depending on the organization’s preference and the student’s access to the technology. Zoom, an online application that provides video conferencing and screen sharing capabilities is the preferred communication by the University of Richmond.

Organization participation in remote interviews and Office Hour meetings through the University’s On-Campus Recruiting Program is optional.

Employer Summary of Remote Interviews and Office Hour Meetings

1. When scheduling your on-campus interviews or Office Hour meetings, your organization will have the choice to participate in remote interviews/meetings. To start this process, reserve your date through SpiderConnect or contact Career Services.

2. If your organization chooses the remote option, Career Services will coordinate the remote logistics with those students who meet the conditions as noted above.

3. Day of the interviews/meetings, your organization will be provided with the appropriate remote technology, e.g., phone, video camera, TV monitor, etc., in a designated interview room. Career Services staff will be on-hand to assist with the technology.