REALTOR® Virtual Candidate Interviews Best Practices

General Best Practices

- Work with your Local Association GA staff or AE to select a platform. Zoom seems to be the most common and user-friendly.
- Hold a pre-meeting with your Interview Panel or GA Committee so that everyone participating is familiar with the platform and its features.
- During the pre-meeting or prior to conducting any interviews, determine your interview questions and who on your committee or panel will ask which question.
- Association staff and/or the Chair and Vice Chair should "arrive" to open the meeting about 30 minutes prior to the start of the meeting.
- Set a time limit for each interview and time the interviews to ensure that all candidates are treated the same and that no one candidate had to wait for an excessively long time, unless they arrive early.
- Pad time in your schedule to allow for technical issues.
- Initially mute all attendees and only allow participants to be unmuted when it is their time to ask a question.

Communication with Candidates

- In your communications with candidates and their campaigns, be clear about the options that are available to them as far as attendance. (i.e. Do they have a camera and microphone? Do they only have the ability to call in?)
- Encourage candidates to test their camera and audio or call in ability beforehand.
- Let candidates know that everyone else will be muted while they are speaking to ensure that they can be heard clearly. This will help them understand why they aren't receiving any verbal feedback initially.
- Don't waste time apologizing for awkwardness or using this platform—if you take it as seriously as an in-person interview, the candidate will follow your lead.

Zoom Specific Suggestions

- Local association staff as well as committee or panel Chair and Vice Chairs should all be given co-hosting controls. Anyone with host controls can mute and unmute, message guests in the waiting room and admit and remove people as needed.
- Utilize the waiting room feature so that you can admit a candidate into the interview when the committee or panel is ready. You can also send a chat message to those in the waiting room to let them know that you will be with them soon or if you are running late.
- When it is time for deliberations, "lock" the meeting so that no one with the link can come in and to ensure that your deliberations will be private.

TR TEXAS REALTORS®