

POLICY/PROCEDURE MEMORANDUM

TO:
FROM:
SUBJECT: On-campus Interviews – Remote Interview Policy – Employer Guide
LAST REVISION: May 5, 2016

**An Employer’s Guide to Remote Interviews
at the University of South Carolina**

Remote Interviewing Policy

Students and alumni of the University of South Carolina have the opportunity to participate in face-to-face interviews with you through USC’s On-Campus Recruiting Program.

Occasionally, candidates who would like to interview with you through the On-Campus Recruiting Program are unable to do so due to extenuating circumstances. The Career Center has provided for candidates who meet one of the following conditions to have the option of remote interviews with you through USC’s On-campus Recruiting Program, **if you, as the employer, agree:**

- 1) USC students who are studying abroad
- 2) USC students who are on academic leave to complete foreign language study
- 3) USC students participating in the National Student Exchange program
- 4) USC students who are co-oping or interning more than 40 miles from USC
- 5) USC students who are distance education students
- 6) USC Alumni who live more than 40 miles from USC

Remote interview options include both phone interviews and video interviews using Skype (or other video conferencing technology), depending on student/alumni access to appropriate technologies and your preference.

If you wish to conduct remote interviews with more than one candidate, we will attempt to schedule them back-to-back if at all possible. If you wish to have more than one schedule (for example, one for on-site interviews and one for remote interviews) this is also available.

Remote Interviewing Procedure

- 1) Please follow the general On-Campus Recruiting procedures as outlined in the Handshake Employer User Guide. The Handshake Employer User Guide is available online in the document library of the Handshake system.

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- 2) If a remote candidate is interested in your opportunity they must notify the Career Center's Recruiting Coordinator via email that they meet one of the conditions above **at the time that they request an interview with you in the Handshake system.** The Recruiting Coordinator is Kristin Knopf, and her email is knopf@mailbox.sc.edu.
- 3) The Career Center's Recruiting Coordinator will then email you to let you know that a candidate in your applicant pool has remote status and to offer phone or video interview arrangements should you be interested in interviewing this candidate. USC will provide the phone or video conferencing technology and will incur the cost of the call/connection.
- 4) If you intend to select this candidate for an interview you must email the Career Center's Recruiting Coordinator of your intent **before making any other pre-selects.** You must also indicate if you prefer to conduct a phone interview or video interview with the candidate. **The earlier you can do so the better to allow ample time for scheduling.**
- 5) The Recruiting Coordinator will then contact the remote candidate **prior to your pre-select deadline** and will schedule an interview time that works for your interview schedule. This will occur between 8:30a.m and 5:00p.m. Eastern standard (or daylight) time, accounting for time zone differences. This will allow us to hold the time slot for the remote candidate before other candidates are notified that they have been accepted for an interview and allowed to sign up. In addition, for video interviews, this will allow the Recruiting Coordinator to adjust your schedule to add a minimum 15 minute "buffer" before each video interview to allow for technology "set-up".
- 6) You may then proceed with your other pre-selects, but we ask that you **still include the remote candidate(s) in your pre-selects.**
- 7) On the day of your interviews, the Career Center's Recruiting Coordinator will provide you with the candidate's phone number and/or IP address for video interviews. The USC Career Center and the Darla Moore School of Business' Office of Career Management work jointly to provide remote interview facilities and are located just across the hall from one another. Depending on the type of interview you are conducting and type of candidate you are interviewing, the Recruiting Coordinator will assist you in relocating from your traditional interview room to the location of your phone or video interview. Following your phone or video interview with a

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remote candidate you may return to your traditional video room if you still have face-to-face interviews to conduct.

- 8) If you will be participating in a video interview, and you have never used Skype before, we strongly recommend that you spend some time testing it out prior to your interview. Please see the Skype help guides at <http://www.skype.com/help/guides/> and click on either *"To Start Skype"* or *"Getting Started"* depending on the platform you have on your personal computer. However, the day of your interview you will be using USC's computers and we will have technical support on hand to assist you in connecting to the student you will be interviewing.