

ClearCo's Virtual Interview Toolkit: A Checklist for Recruiters



Streamline and Strengthen Your Virtual Interview Process

Virtual interviews became the norm out of necessity in 2020, and **more than 80% of companies** say they're still giving virtual interviews. They have tons of advantages for both recruiters and candidates — that is, if you can provide the positive, efficient experience that candidates expect.

- **74% of recruiters** said virtual interviews have made their lives easier.
- **87% of candidates** said that a positive interview experience could change their mind about a company.
- **96% of recruiters** said that using artificial intelligence (AI) enhances talent acquisition while saving 14 hours per week on manual tasks.

With ClearCo's Virtual Interview Toolkit Checklist, you can be sure you have all the tools you need for conducting seamless, effective virtual interviews.

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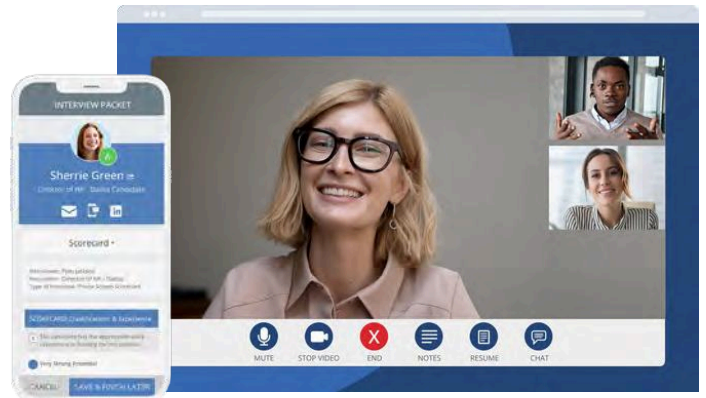
Tools for Frictionless Interview Scheduling

- ☐ **Self-Service Interview Scheduling and Calendar Integration:** Empower candidates to select interview times that fit their schedules directly from recruiters' connected calendars, streamlining the process.
- ☐ **Multi-Interviewer Scheduling:** Coordinate interviews with multiple participants in just a few clicks.
- ☐ **Virtual Interview Links:** Automatically send interview confirmations, video conference links, and updates to both candidates and interviewers.
- ☐ **Candidate Texting:** Stay connected with candidates by scheduling, confirming, and communicating interview details via texts.



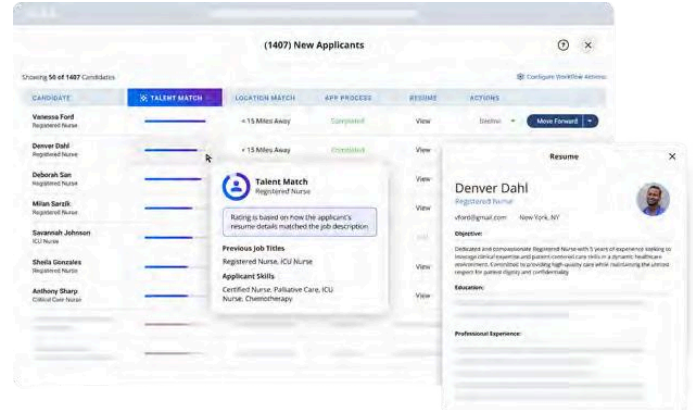
Tools for a Modern, Welcoming Interview Experience

- ☐ **Virtual Recruiter Chatbot:** Engage candidates 24/7 with a chatbot that assists with pre-screening, answers questions, and schedules interviews, ensuring a smooth and responsive candidate experience.
- ☐ **Video Interviews:** Deliver a polished, virtual face-to-face experience that leaves a lasting impression on candidates.
- ☐ **Automated Candidate Reminders:** Effortlessly send candidates all the details they need with automated confirmations, including video conferencing links.
- ☐ **Video Conferencing Integrations:** Seamlessly host virtual interviews using platforms like Zoom, Google Meet, Microsoft Teams, GoTo Meeting, and Indeed Interview.



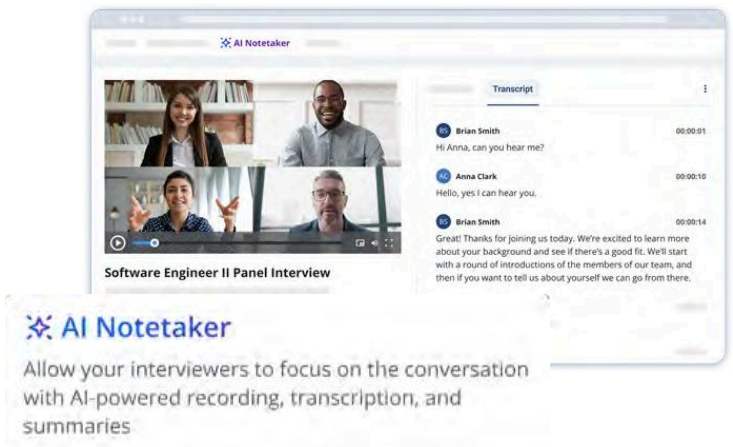
Tools for Effective Interviews and Fair Candidate Evaluations

- ☐ **Interview Guides:** Provide structure and consistency with system-generated guides that help interviewers focus on what matters most.
- ☐ **Job-Based, Competency-Based, and Behavioral Interview Questions:** Tailored questions ensure interviewers address the skills and behaviors critical to success in the role.
- ☐ **AI Talent Match:** Prioritize candidates who align with the job requirements to give fair evaluations and save time.



Tools for Giving Objective and Meaningful Interview Ratings

- ☐ **Interview Scorecards:** Quantitatively measure candidates against job-specific criteria with system-generated scorecards for fair and consistent assessments.
- ☐ **Team Notes and Collaboration Tools:** Scorecard comparisons and team notes help hiring teams collaborate, objectively compare candidates, and make hiring decisions together.
- ☐ **AI Notetaker:** Capture key insights and structured feedback during interviews, helping teams make confident, data-driven decisions.



Fast, efficient virtual interviews are possible with ClearCo.

Scale your interview processes and win at hiring.

[Schedule a demo](#)



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