

## Sample Zoom Interview Outline

**Before each interview, designate an "Interview Leader" - if the President is in the interview, it should be the President. From there, establish who will be Interviewer 2, Interviewer 3, and so on for each interview.**

Here's how the interview should look:

- Once everyone is on Zoom, **Interview Leader** will greet the person by name ("Hi, Maggie, how are you doing today?").
- After you exchange brief pleasantries, **Interview Leader** will explain that each interviewer is going to introduce themselves and their positions. Stay in your order when introducing yourselves (Interview Leader, Interviewer 2, Interviewer 3, etc.).
- **Interview Leader** will lead with something along the lines of, "tell us about yourself, why you want to be a part of this organization, and why you ranked the positions that you did."
  - It is up to you all from there to decide what questions are being asked. Make sure you establish what questions should be asked ahead of time.
- **Interviewer 2** will ask a question
- **Interviewer 3** will ask a question
- **Interviewer 4** will ask a question
- ... and so on. If there are more questions than interviewers, start the rotation over (ex. Interview Leader, Interviewer 2, Interviewer 3, Interview Leader, Interviewer 2, etc.).
- Once all questions have been asked, the **Interview Leader** will ask if they have any questions for you. Thank them for being flexible and for joining you on Zoom. Let them know when they can expect to hear from you.