How to Interview Virtually

A Guide for Employers for Virtual Interviews

5 Steps

- Receive Email
- Join Video Chat via Email
- Enter Virtual Interview Room
- Interview Virtually
- Join Next Interview Room
24 hours before your OCI date, the primary contact for your organization (at the email address used with the school’s career center portal) will receive email(s) with interviewers’ schedules from chicagolaw@floevents.email. If you have more than one interview schedule, you will receive separate emails for each schedule. The employer contact will be responsible for forwarding the email to the interviewer so the interviewer has the information.
Step 1

Receive Scheduling Email

Your upcoming schedule for:

OCI Day 1

Thank you for your support of our university! Students are looking forward to meeting you.

You may join the meeting by clicking the button below or visiting the link into your browser: [https://florecruit.com/video/2582528520084](https://florecruit.com/video/2582528520084)

Join Virtual Room

In the email, you will see one button to join the virtual interview room. The interviewer should click the button, or copy and paste the video chat link into their browser, to see their interview schedule and join their first virtual interview via video chat. You should use the Google Chrome browser for your video chats.
Step 3

Enter Virtual Interview Room

On the interviewer’s screen, they will see their upcoming virtual interviews on the left. In the middle, they’ll see a button labeled *Join Interview*. The interviewer should click the button to be connected to their first interviewee.
Step 3

Interview Virtually

After the student has joined the interviewer in the Virtual Interview Room, they interview will begin. If the interviewer’s wi-fi quality is low quality, the interviewer can decrease the quality of their video stream to ensure the audio is still crystal clear by clicking More.
Step 3

Join Next Interview Room

Two minutes before your next interview begins, you’ll see a notification to join your next interview. When you click *Join Call*, you will leave the current interview and join the next interview. If you click *Remind Me*, the notification will be snoozed for 1 minute. Continue this process until the end of your interview schedule. After all of the interviews are complete, the interviewer can exit the tab or click *Leave* to exit.