Hosting Virtual Interviews through the UW Career Center

Thank you for your interest in conducting virtual interviews with University of Washington candidates! To ensure a smooth and productive experience, we have the following guidelines in place.

Policies and Procedures

- Virtual interview facilities are available November – March, and May-June, between the hours of 8:30am-4:45pm.
  - Virtual interviews can only be accommodated during October and April if you are facilitating a full day of virtual interviews (more than 5 individual interviews), and will have a staff greeter present to transition candidates in and out of the virtual interview room.

- Initial request in regards to virtual interview needs to come from the employer (not the student/candidate). The request will be sent to the Recruiting Coordinator: recruit@uw.edu.

- Virtual interviews will be booked through our HuskyJobs platform, in the same fashion as in-person On-Campus Interviews.

- We are happy to support the following software, and will not require additional testing prior to scheduling virtual interviews. If you do not see your virtual interview software listed below, please contact the Career Center Recruiting Coordinator a minimum of one week in advance of your desired virtual interview date to arrange a trial run with the software.
  - Skype
  - Citrix
  - Microsoft Lync
  - WebEx

- There must be a minimum of 15 minutes between each scheduled virtual interview.

Questions? Ready to set up virtual interviews?

Please contact the Career Center Recruiting Coordinator at recruit@uw.edu or 206.543.9103.