

Digitally Recorded Interviews

How to create and implement neuro-inclusive Digitally Recorded Interviews.



About Digitally Recorded Interviews

Digitally Recorded Interviews are a contemporary interview format where candidates record their answers to pre-set questions and submit them for review. This method has gained popularity due to advancements in technology and changing workplace demands.

Benefits

The benefits may include:

- Candidates can complete the process in the comfort of their own home, allowing individuals to perform to their best.
- Flexibility and convenience as interviewers can watch the recordings at a time that suits.
- Supports accessibility as candidates from any location can apply.
- Allows for quick screening without the challenges of scheduling face-to-face interviews.
- Supports candidates to demonstrate technical skills and knowledge at their own pace, while also showcasing their ability to articulate responses clearly and concisely.
- Suitable for roles where precision and independence are valued.



Ideal for:

Data analysts and graphic designers

Applicable for:

Creative, STEM, and technology industries.



Considerations and solutions

There are considerations to address to ensure the assessment is neuro-inclusive. These include:

Considerations

Interaction and engagement limitations:

It can be hard to assess a candidate's interpersonal skills and real-time reactions.

Controlled responses:

Candidates may tailor their answers to showcase only what they believe the employer wants to see.

Solutions

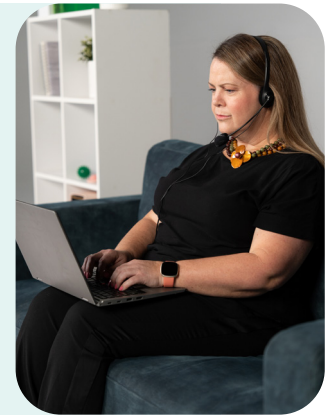
Ensure that these are not skills that are essential for the role.

Seek additional information if a candidate presents many of the attributes that are sought but are lacking in some areas.

Create and implement Digitally Recorded Interviews

Example: Corporate

A company hiring a virtual assistant uses Digitally Recorded Interviews for initial screenings. Candidates respond to pre-set questions about their organisational skills, time management strategies, and familiarity with tools like scheduling software or project management platforms. This method allows candidates to show their ability to communicate clearly and their technical skills. Employers can review responses at their convenience, streamlining the screening process. Those who perform well proceed to a live task simulation to assess their ability to handle real-time administrative challenges.



Digitally Recorded Interviews can be utilised as a flexible and convenient way for candidates to showcase their skills. By implementing neuro-inclusive practices, employers can ensure this process is accessible, equitable, and supportive for all applicants, including those who are neurodivergent.

Pre-interview preparation

Digitally Recorded Interviews lack real-time interaction, which may create uncertainty for candidates. Without clear guidance, candidates' responses may not align with employer's expectations.

Neuro-inclusive strategies

Neurodivergent awareness training

Ensure hiring teams understand how neurodivergent individuals may process and respond to questions in a digitally recorded format to remove unconscious bias.

Detailed interview information

Provide comprehensive details, and visuals about the interview process, including:

- The interview schedule and submission deadlines
- Access details for the recording platform and troubleshooting resources
- A breakdown of the process, including the number of questions and time limits for responses
- Examples of the type of information sought in responses
- Contact details of a dedicated support person from the organisation to answer questions.

Accommodations and adjustments

Encourage candidates to request specific accommodations.

Provide practice opportunities

Provide candidates with a chance to test the platform and familiarise themselves with the technology before recording their official responses.

Create and implement Digitally Recorded Interviews

Preparing the digital interview environment

This format of assessment method is likely to be less daunting for neurodivergent candidates as it realises less on social and communication aspects. However, technical issues or unclear instructions may create stress or uncertainty for candidates.

Neuro-inclusive strategies

Use accessible platforms

Choose a straightforward recording platform and provide step-by-step guidance, including video tutorials or written instructions with screenshots.

Sensory considerations

Inform candidates about potential sensory triggers, such as notification sounds or bright screens, and suggest settings to minimise distractions.

Support

Assign a point of contact to assist candidates with technical or process-related concerns.

During the interview

Without real-time interaction, candidates may find it difficult to interpret open-ended questions or feel unsure about how much detail to include.

Neuro-inclusive strategies

Questions

Structured and clear questions

Use specific and straightforward phrasing to avoid ambiguity.

For example, ask, "What tools do you use to organise your daily tasks?" and "How do these tools improve your efficiency?".

Guided prompts

Include examples or follow-up suggestions to help candidates structure their responses.

For example, "Describe a situation where you managed multiple deadlines?" and "What tools did you use?".

Allow for flexible timing

Allow candidates to pause between questions or submit recordings within a defined time window, enabling them to organise their thoughts and reduce stress.

Create and implement Digitally Recorded Interviews

After the interview

The lack of immediate feedback may leave candidates uncertain about their performance or next steps.

Neuro-inclusive strategies

Clear timeframes

Provide explicit timelines for reviewing responses and notify candidates about the next stages.

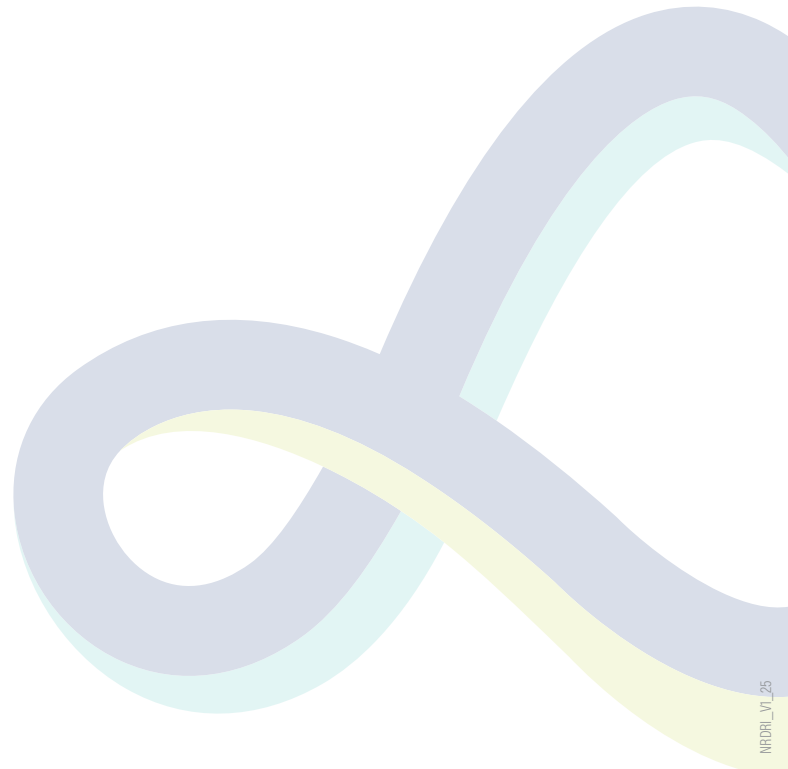
For example, "We will review your responses within five business days. If you progress to the next stage, you will receive an email with further instructions."

Constructive feedback

Offer specific feedback, highlighting areas of strength and suggesting improvements.

Process review

Collect feedback from candidates to identify and address any barriers they experienced during the digitally recorded interview process.



Example of a neuro-inclusive Digitally Recorded Interview

Scenario

A company hiring a virtual assistant uses Digitally Recorded Interviews for initial screenings.



Ensure that technical support is available to candidates.

Actions taken

- ✓ Candidates receive detailed instructions, including how to navigate the platform, submission deadlines, and the nature of the questions.
- ✓ Questions are clear and specific, such as, “How do you use scheduling tools to manage tasks?” and “Describe a time you handled competing deadlines. What strategies helped you succeed?”
- ✓ The recording platform allows candidates to pause between questions, providing flexibility.
- ✓ Technical support is available to resolve any issues.



Outcome

Candidates can showcase their organisational and technical skills in a low-pressure environment. The employer benefits from a streamlined, equitable process while identifying candidates who meet the role's requirements.

Digitally Recorded Interviews, when designed thoughtfully and executed with neuro-inclusive practices, serve as a versatile tool for screening candidates across various locations and circumstances. By incorporating neuro-inclusive strategies, employers can ensure these interviews address the unique needs of neurodivergent candidates while elevating the overall fairness and effectiveness of the recruitment process.

Learn more and access resources

To learn more about Neuro-inclusive Recruiting and how to create and maintain neuro-inclusive workplaces, scan the QR code or visit neuroinclusiverecruiting.org.au.

