

Candidate Related

Candidate Problems	Solutions
Asking HR questions	Inform that it's a Technical Interview
Doesn't know anything	Don't Judge quickly. Ask simpler questions related to JD and check candidate fundamentals
Is not ready to share his screen	Share your screen and provide remote access
doesn't have code editor or necessary software	Share your screen and provide remote access
Profile and JD are completely different	Ask simpler questions related to JD and see if candidate has some good strengths
Has not turned up	Send email with meeting link or call candidate
Is not ready for recording	Take screenshots of interview screen
Is not ready to do hands-on	Ask experience based questions
Headphone or Webcam not working	Ask him to use speaker of computer, but don't get on conference call

Video Conference related

Video conference Problems	Solutions
My Audio, Internet, Zoom is not working on Laptop	Connect through Mobile App - it can solve all three problem or Check Infra beforehand- https://test.webrtc.org/
UI confusion- Mobile, Web and desktop apps look different. where is recording button, where is scheduled meeting	Get comfortable with all 3 options Web, Desktop and Mobile before the scheduled meeting
Clicks on Candidate link and unable to record	Link is for candidate. You have to Login from Admin ID and 'Start' the meeting and 'Record'
Enters into wrong meeting: Can't see the candidate	Check your meeting ID, Candidate Name, twice and 'Start' the right meeting
Running late due to office meeting or other issues	Start the meeting on Mobile APP. In the urgent scenario, You can take the interview on the move

Reporting related

Reporting Problems	Solutions
Why to add my questions in feedback form	-It brings objectivity and helps the next interviewer to understand on what basis you have arrived at decision
Why video link is needed immediately? (Optional)	-It helps the next panelists to see the candidate real-time thinking, communication and decide on the next round
Why to write detail feedback at the time of interview	Its best to write your judgement immediately on different skills. Its very difficult to remember precisely after few minutes
Why rating on Skill metric is needed immediately	Rate the candidate on skill metric immediately and accurately. Few mins delay and you may find it difficult to reconstruct the precise view