

HOW TO: PREPARE FOR AN ASYNCHRONOUS & HIREVUE INTERVIEW

What Is an Asynchronous Interview?

An asynchronous interview, sometimes called a one way or on demand interview, allows you to record your responses to interview questions without speaking to an interviewer live. Employers often use platforms such as Hirevue, among other platforms, during the early stages of the hiring process to learn more about candidates before inviting them to the next round.

Hirevue is one of the most commonly used asynchronous interview platforms. Employers can customize their Hirevue interviews based on their hiring process, including the number of questions, preparation time, response time, and whether candidates are allowed to re record responses.

While the format may feel different, employers are looking for many of the same qualities they evaluate in a traditional interview. They want to understand your communication skills, professionalism, problem solving abilities, and how your experiences prepare you for the role.

Unlike a live interview, you may have a set amount of time to review each question before recording your response. Some platforms allow retakes, while others only provide one opportunity to answer each question. Be sure to read the instructions carefully before you begin.

Traditional Interview

You speak directly with an interviewer.

The conversation can naturally flow.

You can ask clarifying questions.

Feedback is immediate through conversation.

Asynchronous Interview

You record your responses independently.

Each response is timed and recorded separately.

You respond based on the prompt provided.

Recruiters review your responses later.

What to Expect in a Hirevue Interview?

Although each employer may structure their interview differently, many Hirevue interviews follow a similar process. Understanding what to expect can help you feel more comfortable and prepared.

During a Hirevue interview, you may:

- Receive an email invitation with instructions and a deadline to complete the interview.
- Log into the platform and complete a technology check.
- Review instructions and complete practice questions before beginning.
- Receive interview questions one at a time.
- Have a short preparation period before recording your response.
- Record your response within a designated time limit.

Practice questions are an opportunity to become comfortable with the platform and test your setup. Use them to adjust your camera angle, practice your speaking pace, and become familiar with the recording process.

Prepare Before You Press Record

One of the biggest advantages of an asynchronous interview is that you can prepare before you begin. Taking time to research the organization, practice your responses, and test your technology can help you feel more confident when it is time to record.

Before starting your interview, make sure you:

- Research the organization's mission, values, recent news, and industry trends.
- Carefully review the job description and identify the skills and qualifications the employer is seeking.
- Prepare several examples using the STAR Method that demonstrate your experiences and accomplishments.
- Practice answering common interview questions aloud rather than silently reviewing them.
- Test your camera, microphone, and internet connection.
- Complete the interview well before the deadline whenever possible.

The more familiar you are with your experiences, the more natural and confident your responses will sound.

Create a Professional Interview Environment

Your surroundings become part of your first impression. Choose a quiet location where you are unlikely to be interrupted and make sure your background is clean and free of distractions.

Position your camera at eye level and use lighting that clearly illuminates your face.

Dress professionally just as you would for an in-person interview. Professional attire demonstrates that you take the opportunity seriously and can also help you feel more confident during the interview.

Before you begin recording, remember to:

- Silence your phone and computer notifications.
- Close unnecessary applications or browser tabs.
- Ask roommates or family members not to interrupt.
- Keep a glass of water nearby if needed.

Small details can make a big difference in helping you stay focused throughout the interview.

Deliver Strong Responses

Because you are not speaking with an interviewer, it is important to organize your thoughts before answering each question. Use any preparation time provided by the platform to identify the main point you want to communicate.

Avoid memorizing full responses. Instead, focus on telling your story naturally using specific examples. Employers are interested in understanding what you accomplished, how you approached challenges, and what you learned from your experiences.

For behavioral questions, organize your responses using the STARR Method:

- Situation: Briefly explain the context.
- Task: Describe your responsibility or objective.
- Action: Explain the specific steps you took.
- Result: Share the outcome, either through quantifiable or impact driven results.
- Reflection: Conclude by sharing what you learned and how it might help you in the future.

When possible, end your response by connecting your experience back to the position you are pursuing.

Present Yourself Professionally

Although you are speaking to a camera instead of a person, imagine that the hiring manager is sitting directly across from you. Maintain eye contact by looking into the camera rather than at your own image on the screen. Speak clearly, smile naturally, and let your enthusiasm show throughout the interview.

Keep these tips in mind:

- Pause briefly before responding if you need time to think.

- Speak at a comfortable pace.
- Use natural facial expressions and gestures.
- Avoid reading directly from notes or a script.
- Continue confidently if you make a small mistake.

Remember, employers are looking for authentic communication, not perfection.

Common Mistakes to Avoid

Even well-prepared candidates make mistakes during asynchronous interviews. Being aware of these common pitfalls can help you avoid them.

Try to avoid:

- Waiting until the deadline to complete your interview.
 - Reading directly from a script.
 - Providing vague or general examples.
 - Speaking too quickly or without enthusiasm.
 - Looking at your own image instead of the camera.
 - Forgetting to explain the results or impact of your experiences.
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A Note About Artificial Intelligence

Students often wonder whether artificial intelligence evaluates their Hirevue interview.

Employers use Hirevue and other asynchronous interview platforms in different ways. Some organizations use features such as scheduling, interview management, or automatic transcription, while others may use AI supported tools as one part of their hiring process. In many cases, recruiters and hiring managers review recorded responses themselves.

Rather than focusing on trying to "beat" technology, focus on what matters most in any interview: communicating clearly, providing specific examples, demonstrating your qualifications, and showing how your experiences align with the position.

Career Center Resources

You do not have to prepare alone. The Villanova Career Center offers resources to help you build confidence before your interview!

You can:

- Schedule a mock interview with a Career Center professional to develop strong interview strategies via Handshake.
- Practice recording responses using Big Interview.
- Contact the Career Center about reserving our Interview Rooms if you need a quiet, professional space to complete a virtual or asynchronous interview.