



# Tips for Virtual Interviews

## PREPARE YOUR TECHNOLOGY

- Test internet connection, webcam, and sound
- Download/test any new software immediately after receiving instructions; test again a few hours before interview
- Read carefully any instructions provided by employer; watch instructional videos if provided
- Make sure tech is fully charged and is secured in place
- Position webcam/laptop at a flattering angle where your eyes are level with camera and not too close to your face; capture your body from the waist up; you may need props to raise your laptop
- Turn off notifications on your computer and mute phone
- Have a backup plan; exchange phone numbers with the interviewer
- Have log-in information handy
- Be sure to submit the video by the employer's due date
- Set up profile on the platform you will be using including a professional username and photo

## PREPARE YOUR LOCATION

- Plain backdrop and natural lighting are ideal; check for shadows; illuminate from the front
  - Make sure that your desk/work area isn't cluttered
  - Avoid potential distractions - pets, children, doorbells, road noise
  - Reserve room in the library or Career Center if you need a quiet location
  - Give yourself plenty of extra time to set up and get settled in (at least 30 minutes)
  - Have a copy of your resume and job description handy; try splitting the screen between your resume and the chat window
  - Have your notes handy: hang post-it notes with reminders at camera level, prop up your phone or notebook near the computer and have it open with a list of questions to ask
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## PREPARE YOURSELF

- Research the company, job, industry and prepare 3–5 questions
  - \* Review the job description and your resume
  - \* Visit employer's website; watch videos; check social media
  - \* Connect with alumni who work there
- Plan Your Wardrobe
  - \* Dress professionally from head to toe; no jingly jewelry; neutral colors; minimal patterns
  - \* Be conscious of the fact that the interviewer will be hyper-focused on your face: wear appropriate makeup (subtle colors); groom your hair; check your teeth
- Practice!
  - \* Use web-based platform InterviewStream for recorded interviews (available on the Career Center website) or Skype for live interviews
  - \* Look at webcam, not image on screen; practice making eye contact with the interviewer
  - \* Watch your non-verbal communication: sit up straight, smile, nod your head, don't fidget

