



# Virtual Interviewing

## How to succeed in a virtual interview:

- Be yourself
- Be prepared and on time
- Test your technology
- Make a connection
- Monitor your body language
- Set the scene and minimize distractions
- Dress appropriately
- Practice, do not memorize

## How to make a connection with a recruiter:

- **Be yourself:** Do your best to make an impression. Even though you are not face-to-face, it is important to demonstrate engagement, positivity, and that you are enthusiastic about the interview!
- **Smile:** Smiling is a great way to make an emotional connection and build a rapport. These are two key desired outcomes of a successful interview.
- **Sit up straight:** Not only does sitting up straight convey confidence, but studies have also shown that it will make you feel more like a leader.
- **Focus on the camera, not the image of the recruiter:** When you focus on the camera, you are actually making eye contact with the recruiter. Eye contact will help you exhibit good confidence and self-esteem. Proper eye contact will also help show the recruiter you are engaged and interested in what job you are applying for.

## Virtual interview background:

- Choose an ideal location to have your interview:
  - Make sure the room you are in is **quiet** and **uncluttered**
  - Make sure there are **no animals near or around you** during the interview
  - Make everyone in the **household aware** about the interview
  - Have good **lighting** – face a window or bring in a light source
  - Make sure camera height is **eye level** and **arms distance** from your face

## Virtual interview appearance:

- Keep it professional:
  - Make sure you are neatly groomed
  - Same face-to-face interview apparel
  - Avoid distracting colors, choose solid colors (black and white is not ideal)
  - Avoid clothing that has patterns, lines, or abstract figures
  - Avoid distracting jewelry
  - Position yourself so that your head is at the top of the camera frame and your shoulders are at the bottom

## Virtual interview demeanor:

- Be enthusiastic
- Be grateful for the opportunity to interview
- Stay engaged (virtual interaction can be draining)
- Keep hands in lap to avoid too much gesturing or distraction



## **Suggestions for virtual interview prep:**

- Schedule a mock interview with the Career Hub
- Practice interviewing in front of a mirror
- Practice interviewing with a relative or friend
- Record yourself practicing and watch later to make improvements

## **Virtual interview checklist:**

- Be prepared and know your pitch
- Write down the name and email of the person(s) who you are interviewing with to thank within 24 hours of your interview
- Research – Understand job description, company culture, etc.
- Have good notes in front of you
- Have questions ready for the recruiter(s)
- Be energetic, enthusiastic, and confident
- Test your technology

## **Beneficial Job Search Websites:**

### **SRJC Job Board – Jobspeaker**

<https://srjc.jobspeaker.com/#/students>

### **Indeed**

<https://www.indeed.com/>

### **Glassdoor**

<https://glassdoor.com>

### **Sonoma County Joblink**

<https://sonomawib.org/>

### **LinkedIn**

<https://www.linkedin.com>