



Virtual Interviewing

How to succeed in a virtual interview:

- Be yourself
- Practice, do not memorize
- Dress Appropriately
- Monitor your body language
- Make a connection
- Be prepared and on time
- Minimize distractions
- Test your technology

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 show 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:** Sitting up straight conveys confidence; however, studies have also shown 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.

Virtual interview background:

- Choose an ideal location to have your interview: quiet, uncluttered and good lighting.
- Animals should be secured outside of your interview space.
- Inform your household about the interview to avoid interruptions.
- Keep camera height at eye level and arms distance from your face.

Virtual interview appearance:

- Keep it professional. Make sure you are neatly groomed.
- Wear the same face-to-face interview apparel.
- Avoid distracting patterns or colors. It is best to choose solid colors.
- Position yourself so your head is at top of the camera frame and shoulders are at the bottom.

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, remain energetic, enthusiastic, and confident.
- Send a thank you note 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).