



# VIRTUAL INTERVIEW TIPS

Your interview is scheduled, and you want to make a great impression! Below we have provided tips to create the ideal virtual interview experience as you prepare for your upcoming interview.

## Select Your Interview Area

Choose a quiet area and set up in front of the most neutral background you can—either a blank wall or a room without a lot of distracting clutter or decoration. Make sure you are well lit (natural light is best) with your light source behind your computer or phone, not behind you.

Note: If you must use a phone, prop it up rather than hold it.

## Do Not Disturb

Do whatever you can to cut down on the chances of being interrupted. If you can, set up in a room where you can close the door and inform anyone you share a space with that they should not disturb you during your interview.

## Avoid Technical Difficulties

Cut down on technical difficulties by testing out your setup ahead of time using the same platform, internet connection, and hardware you will be using for your interview. Have a friend video chat with you to make sure you can easily be heard and seen. Take the time to familiarize yourself with the program and know the basics.

## Align Yourself in the Camera

When you are setting up your chair, you will want to make sure you do not look too tiny or with half your head off of the screen. Aim to make sure there is a bit of space on the screen above your head and check that your shoulders and upper chest are visible.

## Practice Makes Perfect

If you are not used to video chat, you might find carrying on a conversation to be a bit awkward at first—especially if you can see yourself as well. Setting up a mock video interview with a friend can help you zero in on anything you need to watch out for.

## Good Posture is Key

Because you are at home, it is natural to be a little more relaxed. Try not to let this translate into you slumping down in your seat. It makes you look less engaged. Instead, you want to pull your chair away from the table, sit on the edge of the seat, plant your feet on the ground, and place your hands on the table.

## Maintain Eye Contact

Have you ever had a conversation with someone where they seemed to be looking at the floor or away from you entirely? Did you feel like you connected with that person? Probably not. So, while actual eye contact is not possible in a video interview, you will want to get as close as possible. Paying attention to the video feed shows that you are listening and engaged with what they are saying.

## How do you sound?

People are usually concerned with how they look in a video interview and often forget to think about how they sound. While practicing, take note of how fast you speak, how you pause, and the tone and pitch of your voice. Also ask the person you are practicing with for feedback. Be sure to speak clearly and at a reasonable pace but keep it natural.

## Research the Company and Role

This is always a good tip, not just for virtual interviews. Research the company and role, prepare to answer common interview questions, and come up with questions to ask your interviewer in return. Your interviewer is still looking for someone they can see themselves working with and who is enthusiastic and knowledgeable about the role they are applying to—be ready to show them why that is you.

## Use Bullet Points

Because your interviewer will not be able to see everything you have on your desk (or on your computer screen), it might be tempting to have a lot of information in front of you for a video interview. But you do not want to come across like you are reading. If you have notes, only have a few and glance at them only as needed.

## Your Video Interview is a Conversation

This is key for any interview, but it is especially important to treat your video interview like a conversation because that is the only way you will be able to make a connection. You do not have the time before and after the interview to make small talk, so it is important to make sure you build rapport during your interview. Be more personable. Be yourself.

## Log on a Few Minutes Early

Open the program where your video interview will take place a few minutes early. Before you fully enter the meeting, a lot of the common video interview software will give you a chance to check your camera view. Be ready to go a few minutes early and do a few breathing exercises. That way, when you click to join the call and the interview starts, you are already ready!

## Dress Professionally

When you get dressed for a video interview, you want to be just as formal as you would be for an in-person interview at the same company. You also want to make sure your outfit looks good on camera. Try it on in front of the same platform you will be using for the interview so you can feel confident it projects the image you want.