VIRTUAL INTERVIEW TIPS

Virtual interviews are becoming more common in the world of interviewing. Interviewers recommend treating and preparing for the video interview the same as an in-person interview, with a couple additional preparation steps.

The Official How-To

Pre-Interview

**Familiarize yourself with the technology.** Being adept with the technology gives students credibility as professionals. Be sure to test the connection and adjust settings to make sure your microphone and camera work; do a test call with a friend or family member.

**Consider the image and interview environment of the call.** Clear the background of the interview area so it does not distract you or the interviewer. It's safest to leave the background empty. Make sure your space is appropriately lit — not too bright, not too dark. Practice looking at the camera instead of the screen during the practice call. It may help to put the box with the image of yourself right below the camera is.

**Be prepared for technical difficulties.** Address the technical issue and have a back-up plan ready in case the technology fails. Being prepared in such a manner and making a smooth transition to another method light of unexpected problems can impress an employer. If you are having issues hearing, let the interviewer know and ask him/her to repeat the question. If you are getting too many blips, it's good to stop the call and redial. Coordinate with the interviewer beforehand on who will call back if the call gets dropped. Have a phone ready to call the interviewer if you are unable to call back via the Internet. Remain calm and patient with any technological issues that may arise.

Day of Interview

**Remove all distractions.** Turn off your cell phone ringers, email alerts, music, or anything that may interrupt the interview. Make sure your roommate and/or pets don’t become a distraction. If you live with roommates, you will want to let them know when you are doing the interview so they don’t create any distractions.

**Look the part.** Dress the same as you would for an in-person interview. Do NOT wear casual clothes on your bottom half. It’s highly recommended that men wear full suits and women wear a blazer.

**Stay present during the interview.** Eye contact is key! This is the main way in a virtual interview to connect with the interviewer. Look into the camera, not at the screen. Also, give periodic acknowledgments that you’re actively listening. Verbally or non-verbally.

**Have your notes close by.** The benefit of a video interview is that you can have your resume and any notes/questions nearby to reference. However, DO NOT use this benefit to read off prescripted answers. Keep your notes in a scannable format. You want to stay engaged with eye contact and have a natural conversation!

**Smile!** It can be more difficult without a “live” person in front of you, so remember to smile!

**tip:** Practice the interview first! Schedule a Skype Mock Interview through the UBCC and get feedback on your interview.