

INTERVIEWING: Virtual Interviewing

You will experience virtual interviewing in two ways: a one-way video interview (i.e., pre-recorded) or a virtual interview with a person on the other side. The following tips will help you prepare for your interview.

Dress Professionally

Wear what you would wear to an in-person interview. Yes ... even pants.

Prepare Your Technology

Select the device you will use (phone/laptop/tablet). **Make sure the device is fully charged** (bring cords with you).

Download or update and test software if necessary.

Conduct a test of software platform (download software or plugins, test internet connection, use earbuds to reduce background noise).

Limit distractions prior to the interview. Close out of any unnecessary programs/browser tabs and turn off notifications.

Arrange the camera so it's at eye level and hands-free.

Location is key

Find quiet, clean space. Stage your interview space with proper lighting and decor (think of your interviewers viewpoint).

Remove all distractions. You should be the only person in the room.

Place a sign outside the room that says *Do Not Disturb: Interviewing*.

Reserve an interview room at the Career Center in Handshake by selecting "Interview Room Reservation".

During the Interview

Avoid using the speaker phone.

Keep answers short (less than 90 seconds).

Don't be afraid to **be expressive** using your voice and face.

In order to make eye contact, **look into the camera**, not at the screen.

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Do Not Rely on Notes

Prepare and anticipate questions you may be asked. It is acceptable to have your resume and notes available; however, remember it is important to make adequate eye contact with the webcam.

Prior to the interview **you should still research the company and take notes on your research**, as well as **writing down questions to ask** during the interview. Just do not constantly refer to your notes during the interview.

Practice, Practice, Practice

Practice one-way video interviewing using [Big Interview](#).

Sign up for a **mock interviewing** session.

[Review information about interviewing](#) and sample interview questions on the Career Center Website.