

Tips to Ace your Virtual Interview

During the Interview:

- Find a quiet, private room (ideally with natural light)
- Identify the communication device you will use (phone/laptop/tablet)
- Download or update and test software if necessary
- Use a professional email and screen name when you create a profile on the interview platform (First Name_Last name)

Day of the Interview:

- Wear the same attire you would for an in-person interview
- Make sure communication devices are charged before interviewing
- Print a hard copy of your resume to reference if needed
- Find a pen and paper to take notes during the interview
- Fill up a water bottle to keep nearby in case your mouth dries out during the interview
- Move any pets to another room
- Position lamp or window diagonal to where you will sit to make your face easy to see
- Select a plain wall for your background
- Arrange the camera so it is at eye level and hands-free
- Test your camera video and audio functionality
- Place device chargers within arm's reach
- Place a sign outside of the room that says, "Quiet please: Interviewing"
- Close all nonessential apps and programs on your devices
- Turn off call waiting on your phone
- Turn off laptop notification sounds

During the Interview:

- Avoid using the speaker phone
- Do not eat, chew gum, or sip your water excessively
- Say "pardon me," mute your microphone, and turn away from the camera if you need to cough, sneeze, or wipe your nose
- Keep answers short (less than 90 seconds)
- Be expressive with your face and voice
- Look into the camera, not at the screen
- Remain calm if there are any technology issues