

## **Virtual Interviews Tips**

- Communicate with employers about scheduling virtual interviews. Suggest a virtual interview if the employer is leaning toward canceling interviews because of COVID-19. A video interview is superior to a phone interview, as it allows both parties to read tone and expression through body language.
- Ensure appointments are correctly incorporated into your calendar.
- Test your equipment and WiFi connection in advance.
- Conduct a mock virtual interview with a CSO advisor with the selected online platform and tools therein before your interview.
- Dress in full professional attire.
- Ensure a quiet setting and create a non-distracting background at home. (Blank or minimally decorated wall, neat bookshelves, etc.)
- If using a laptop, place the computer on a solid surface (not your lap).
- Join the interview promptly at the agreed-upon time. Thank the interviewer for conducting the virtual interview.
- Make eye contact with the interviewer. This is best approximated by looking at your camera when you are speaking.
- Sit up straight with a slight lean forward, as you would for an in-person interview. Consider slowing down your voice tempo.
- Demonstrate an appropriate level of enthusiasm and energy.
- Reduce ambient noise during the interview.
- Anticipate and have a backup plan for technical glitches. If your internet cuts out, do you have a phone number at which you can reach the interviewer?
- Review and practice sample interview questions in the Career Services Reference Manual and prepare your own questions to ask the interviewer.
- Balance listening, not interrupting, yet also engaging.
- Respectfully ask interviewers to repeat a question or a response if the technology makes it difficult to hear the dialogue.
- End the interview in a timely manner. If you notice the agreed upon end time is approaching, mention this and confirm whether they have time to continue. If the interview wishes to continue longer and you are able, that is fine.
- Thank the interviewer for their time and identify next steps.
- Follow up as appropriate.