

# Interview Preparation: Virtual

Virtual interviews differ from in-person interviews in how you prepare and how you engage with the interview team. The following tips are designed to help you be successful in a virtual interview.

## Different Types:

- One-way virtual interview
  - The employer gives you 2 - 3 minutes to answer predetermined questions.
  - You must complete this on your own, and there are limited attempts allowed to record and submit response.
- Two-way virtual interview
  - The employer is on the call live with you, via Zoom, Teams, Skype, or another video conference.

## Before the interview:

- Be sure to research company culture!
- Always dress in business professional unless you are told otherwise; make sure you dress professionally from head to toe - you never know if you will need to stand up during the interview.
- Practice: Test your technology!
  - Download and register on the program you will be using, create a professional username and become familiar with the platform/program.
  - Make eye contact with the camera.
  - Practice recording your answers, but do not sound robotic (STARK format)
  - Charge your laptop/mobile device, choose if you want earbuds or headphones, turn off any unneeded notifications that could disrupt the interview, and close out of all other programs and applications.
  - Find an appropriate location that has a strong internet signal, is quiet, neat, and distraction free.
  - Check your webcam and audio to make sure they work properly, place the webcam on a stack of books or a box behind your monitor, so that it is a bit above your eye-line.
  - Check and make appropriate adjustments to lighting.
- Prepare and practice answers to possible interview questions following the STARK format.
- Prepare an elevator pitch tailored to the position (Year in school, major, how you became interested in this position, appropriate personal information)
- Create and write down 3-5 tailored questions to ask at the end of your interview.
- Place your resume, questions for the employer, a pen, and notepad inside of your padfolio.
- Place a glass of water nearby in case you need it during your interview.

## During the interview:

- Log in for the interview 2-3 minutes prior, not 10/15 minutes early like you would for an in-person interview.
- Be prepared!
  - Place a copy of your resume out in front of you.
  - Have a padfolio, use a legal notepad to jot down any notes.
  - Have your list of questions written down to ask the employer at the end of your interview.



- Make a Good Impression:
  - Pay attention to body and facial language!
  - Smile and emulate a happy conversationalist - but do not smile too much.
  - Monitor your body language - do not fidget, touch your face, and be sure to sit with good posture.
  - Look into the camera (not your screen) and make eye contact.
  - Do not chew gum or have breath mints.
- Be aware of audio issues & verbal communication.
  - Check the projection of your voice so the interviewer does not have to strain to hear you, talk slowly and clearly, be cognizant of your tone.
  - Try to avoid slang and filler words, for example: um, like, uh, you know.
  - The video connection could be delayed. Avoid talking over your interviewer by letting the interviewer finish the question and then pause for a few seconds before delivering your answer.
  - Have the same mindset as you would during an in-person interview.
- Do not read directly off your computer screen or from notes you may have taken.
- Listen carefully to the interviewer and wait a few seconds before speaking to avoid cutting in.
- Look into the camera when you are answering the question. If multiple people are interviewing you, address the person who asked you the question.
- Do not be afraid to ask the interviewer to please repeat the question.
- Do not have other programs or websites running on your computer while interviewing.
- If you do not have the interviewer's contact information, be sure to ask at the end of the interview to send you a thank you note.
- If not mentioned, inquire about next steps in the process - "When should I expect to hear back regarding the final decision on the position?"

#### **After the interview:**

- Follow up within 24 hours!
  - You can use LinkedIn by sending a personalized message or email.
  - Handwritten notes can be appropriate if time allows but place them in the mail as soon as possible.
  - In your note, briefly reinforce why you are interested in the job and why you would be a great match for the company.
  - To personalize, add something that you and the employer discussed during your interview.
  - Send a separate thank you note to each person who interviewed you.
  - Proofread your notes before sending.
- If you have not heard from the employer within the timeframe the employer indicated, be sure to follow up.

