

# VIRTUAL INTERVIEW TIPS Do's and Don'ts

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Many interview tips stay constant when moving into a virtual environment, but there are few variables that should be considered. As you prepare for virtual interviews and other professional virtual encounters, this guide will help you to prepare for the interview, during the interview, possible technological errors and how to maintain professionalism.

## Interview Preparation

Being prepared for any professional interaction is essential for your success. Here are some tips that can set up for a successful virtual interview.

### Know the Platform

- Download the virtual platform the encounter will be using beforehand (Zoom, Skype, Microsoft Teams)
- Make sure you understand and practice using the necessary functions of the virtual platform
  - Share screen
  - Presentations
  - Chat function
- Confirm what platform will be used if not already given

### Check your Connection

- Before the interview, check that your internet connection supports the virtual platform that will be used
- Make updates for your device of choice beforehand
- Charge your computer or device and make sure it can withstand the time length of your virtual interaction

### Test your Speakers

- Call a friend, peer, or coworker through virtual platforms
- Check your microphone volume and ensure there is no feedback or distracting background noises

### Professional Dress

- Dress professionally just like you would do in an in-person interview
- Business formal includes a neutral-colored suit or a blazer with skirt or slacks

### Headphones

- Wired or Bluetooth headphones can be used during the interview
- Make sure wireless headphones are charged fully before conducting the interview

### Lighting

- Lighting is essential. Interviewers want to see your face and make sure that your face can be seen
- Lighting should be in front of you and not behind you to decrease shadows
- Lighting may not always be consistent depending on time of day or weather. Consider using artificial lights

### Check your background

- Pick a professional background that is clean and simple
  - Organized bookshelf
  - Blank wall
  - Appropriate art or wall hangings
- Avoid taking interviews outdoors or in a busy coffee shop
- Avoid using artificial virtual backgrounds

### Eliminate distractions for yourself and your interviewer

- Inform others in your household that you will be in an interview
- Turn off notifications. Silence your phone and other technology

## During the Interview

There are a few things to keep in mind when your virtual interaction has begun. Here are some tips that you should be aware of.

### Camera Angle

- Understand your camera positioning. Though it may be awkward, make eye contact with the camera while speaking
- Consider getting a stand or even a book to raise the computer camera eye level
- Make sure your whole face is in the frame. You don't want to be too close or too far
- Consider moving your screen under the camera to help you look at the camera and the interviewer at the same time

### Be Attentive

- Avoid activities that take your attention away from the interview and interviewer. This makes you seem disinterested and unprofessional
- Be aware of your non-verbal communication. Consider recording an interview practice to pick up any habits that you would like to adjust
- When interviewer is speaking, show you are actively listening such as nodding or words of confirmation

# What To Do When Something Goes Wrong

Despite extensive planning and preparation, errors do happen. Here are some tips on how to handle some issues that can potentially come up.

## In any situation

- Stay calm about technical issues. Maintain positive attitude
- Apologize and continue where you left off

## Connectivity Issues

- Accidents and glitches happen. Contact interviewer or technical support for resumptive measures
- Have your interviewer's email address readily available so that you can contact the interviewer if you lose connection

# Professionalism

Professionalism is key and just as important in a virtual setting as it is in-person. Here are some tips to display professional behavior.

## Display Name

- Make sure to display your full name. Not a nickname, generated username, or something inappropriate

## Mute Button

- Know where your mute button is located and make sure you are not on mute while you are speaking
- Place yourself on mute while the interviewer is speaking so that there won't be background noise coming from your microphone

## Chat Function

- Be professional if you are using a chat function
- Use proper grammar and spelling if you need to use the chat

# Conclusion

Treat virtual interactions like you would if you are conducting it in-person. Being prepared prior, being composed and professional, and being ready for any challenges that may come up is key for navigating a virtual environment. Good luck in your interview!