

VIRTUAL INTERVIEWING

OFFICE OF CAREER SERVICES

TECH CHECK – BEFORE THE INTERVIEW

- Charge all your devices (laptop, headphones, etc.).
- Create an account and/or download the proper platform app (e.g., Zoom, Skype, Google Hangout).
- Ensure that your profile name (and picture, if applicable) is professional.
- Are your camera and microphone working and connected? Does your mic echo?
- Test your internet *in the location where you plan to sit* for your interview.

WHEN SHOULD YOU JOIN?

Because the interview is virtual, the typical recommendation of arriving 15 minutes early is a little different. We recommend joining around 5 minutes early (at minimum) to ensure that you are on time and to demonstrate your interest.

Ideally, the interviewers will have a “Waiting Room” set up so you may be admitted into the virtual meeting at their convenience.

ANGLING YOUR CAMERA

Ensure that when you look straight ahead, you are directly viewing your screen at eye level. Prop up your camera or device on some textbooks or a shoe box if needed. It is important to appear engaged, display eye contact and to fully appear in the screen from your shoulders/chest and up.

It is helpful to think of your screen in thirds. Center yourself in view and be sure to smile! 😊



THE BACKGROUND – SPACE AND NOISE

- Use a neutral background (ideally a blank wall) to minimize distractions.
- Set up near a window if possible to incorporate some natural lighting.
- Organize the space behind you if you have background items in view.
- Sit in a low-back chair (and sit up straight!) so that you are the focal point of attention.
- Close out all background programs from your computer to avoid distracting alerts.
- Beware of and minimize background noise (e.g., fans, dishwashers, kids, pets, etc.).

For more interviewing assistance and tips, schedule a mock interview with the Office of Career Services today!