

Virtual Interviews

PRO TIPS TO ENSURE YOUR TECH IS ON TARGET



Tech Tip 1: TECH PRE-CHECK

Since your meeting will take place online, it is imperative that you have the technology set up to be able to run the program or application that the interview will take place on.

- Line up a strong, reliable, password protected internet connection.
- Try to avoid a public space or public internet connection.
- If possible use a laptop or computer with camera and microphone.
- Close all other open programs to help maintain a consistent connection.
- Shutdown unnecessary connected devices during the interview.
- If using a tablet or phone, turn off notifications and close all other apps.
- If using a headset or ear buds with mic, check the input/output levels.



Tech Tip 2: PERFORM A TRIAL TECH AND SET CHECK

About 2 hours prior to your interview, do a full-on trial run. Set up a quiet and private area; free from distractions, sounds, people & pets. Ensure a professional-looking background– a blank wall or nice picture is best.

Checklist:

- Position your camera and check your angle.
- Ensure professional attire even in a virtual environment.
- Practice looking into the camera, not at yourself.
- Remove any distractions from your immediate area and computer screen.
- Place a copy of the job description, resume, paper, pen and interview questions next to you and easily accessible.



VIDEO RECORDED INTERVIEWS

Many companies now offer video on-demand interviews. Before starting a recorded interview, follow all above tech checks and trial runs. Ensure a distraction-free and dedicated time when you can fully complete the interview. You have one opportunity to make a positive first impression. Practice answering common questions in the time limits provided in the invitation instructions. Relax, smile, be confident and treat it just like any other interview.

For more information on interviewing, check out the [How To Guide on Interviewing](#) from Career Services.

How to Guide:

Virtual Interviews

PRO TIPS TO VIRTUALLY INTERVIEW AT YOUR BEST



Tip 1: RESEARCH THE ORGANIZATION

Learn what the company does, how they rank within their industry, their mission and values. Do they donate to any charities? Do they recycle? (Resource to use: Glassdoor.com)



Tip 2: FULLY DRESS FOR SUCCESS

Decide on your outfit 1 to 2 days before and ensure it is presentable. In most virtual interviews, you will be seen on camera from the waist up. This does not mean it is okay to wear casual clothing from your waist down! Should you need to adjust your connections during the call, your full attire may be seen. *See the How To Guide on Dressing for Success from Career Services.



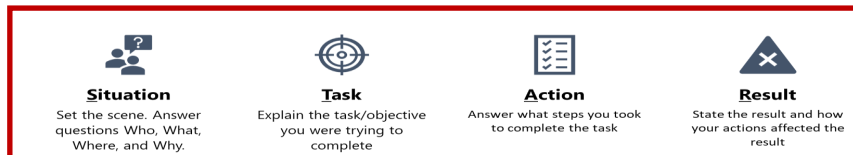
Tip 3: PRACTICE INTERVIEW QUESTIONS & PREPARE FOLLOW-UP QUESTIONS

Research the common interview questions for the position you are applying for and start practicing how you would answer each one. Additionally, you will want to put together a list of 3 to 5 questions to ask the interviewer when given the opportunity.



Tip 4: USE THE S.T.A.R. TECHNIQUE (SITUATION-TASK-ACTION-RESULT)

If asked something like: "Tell me about a time you worked in a group setting?" or "Give an example of a goal you didn't meet and how you handled it?"- Following the S.T.A.R. technique will help you organize your thoughts to provide well-balanced answers.



Tip 5: BE READY- BE EARLY

Plan to log in about 10 minutes early to ensure you will not be late and to provide extra time in case of any unforeseen technical issues. You should be fully seated and ready when the camera is on and cell phones should be off and stowed away.



Tip 6: SPEAK CONFIDENTLY AND POSITIVELY

Never speak negatively about a former or current employer or speak about yourself in a negative light. If a question asked requires you to speak about a time when you made a mistake, always conclude by indicating how you have learned from the experience, and the steps you took to solve the problem.



Tip 7: THANK THE INTERVIEWER & SEND FOLLOW-UP THANK YOU NOTE

Being selected for an interview is an opportunity that many applicants did not receive. At the end of the interview, be sure to thank the interviewer for taking the time to meet with you and get their contact information. Sending an emailed thank you note within 24 to 48 hours after your interview is a professional reminder that you remain very interested in the position and are grateful for their time and consideration.