

# Virtual Interview Tips

## Preparation

### **Sound**

- Close windows and check for background noises
- Schedule a time that will be quiet in your location
- Mute your phone

### **Background**

- Is your background appropriate
- Remove distractions

### **Lighting**

- Don't sit in front of a window
- Have light in front of you to avoid shadows

### **Appearance**

- Dress appropriately from head to toe. It will put you in the professional mindset and boost your confidence

### **Tech check**

- Download the software in advance
- Do a test run with someone else. Have him/her critique the sound, background and lighting.
- If other people are sharing your WiFi, ask them not to stream anything during your interview. It will help prevent delays in the transmission.
- Some employers now ask candidates to record answers and submit them. If possible, do a practice run, critique it and ensure it is perfect before submitting

## During the interview

- Have the camera at eye level
- Look directly at the camera - try not to look at notes too much
- Try to stay reasonably still
- Have a list of questions prepared

## Follow-up

- Send a thank you note to everyone you interviewed with