



Virtual Interview Tips for Candidates

Organizations, for a variety of reasons, may ask candidates to engage in a virtual or web interview process. Typically, candidates will be sent an invitation with a link and instructions for the virtual interview. So, be sure to accept these invitations so that potential employers know that you will be on the video interview.

The basic rules for an interview still apply, however there are a few things candidates want to think about prior to their virtual interview.

1. Prior to the interview, make sure you have tested the link sent to you as well as checking video and audio capability from your computer. You may even want to test it with someone prior to your interview so that you can be familiar with the features on the platform you are using (mute button, video on/off switch, share screen, etc.). You will want to be as confident in the technology as much as you are with the potential job.
2. Treat the interview as if you are visiting the organization onsite to include preparation. Have your resume handy, have your questions about the company/position readily available, know who you are meeting with, do your research, etc.
3. Dress appropriately, however bright colors tend to help a bit more. Brighter colors tend to create a sense of confidence, energy levels and will brighten your smiling face!
4. Choose a suitable environment & backdrop free from distractions (pets, family members, roommates, televisions, music as examples). Make sure that the background on the video looks neat and professional. A messy room may give off the sense of being disorganized. Be sure to turn off everything (phone, radio, TV, etc.) so there is not anything that could be distracting.
5. Pick a good spot with natural light. If you need more light, you can add lamps next to computer/camera. Shadows on your face will not help!



6. Make sure the camera can see you at eye level and look at the camera while talking. This can be tough but with a little practice, this can be done! You do not want to seem distracted from the interview itself by appearing to be looking elsewhere.
7. Body Language is important! Try to be as natural as possible, avoid crossing your arms, and sit up straight. You want to be engaged and provide a sense of being open with the individuals you are speaking with. If you are practicing with someone then have them make a note of your body language so that you can improve.
8. Start on time and contact the organization as directed if in need of troubleshooting. Don't be late!
9. Be yourself! This is the easiest way for an organization to determine if you will be a good fit. They will want the real deal when they meet you in person.
10. At the end of interview, disconnect from video and audio. Make sure this done!