
Virtual Interviewing Guide

Virtual Interviews are similar to In-Person Interviews; you need to meet with a potential employer or hiring professional at a specific time, dress your absolute best, and explain why you are the perfect candidate for the job. However, there are a few unique things to consider, particularly in regards to technology, when you have agreed to a Virtual Interview.

TEST YOUR TECHNOLOGY AND ENVIRONMENT:

Prior to the interview, have a “practice interview” using the device you intend on using during the real interview. Consider the following:

- Do I have the program I need for this interview downloaded to my device?
- Can my device support the needed program, and if not do I have a secondary device I can use?
- If my device unexpectedly stops working during the interview, do I have a back-up plan?
- Does the microphone and camera work on the device I am using?
- Where will I be sitting during the interview? (living room, home office, bedroom, etc.)
- What does the employer see when my camera turns on? (dirty socks, clean counters, posters of my favorite band, etc.)
- How do I look in this light, at this angle?
- Is my device completely charged or plugged in?
- Are there any potential interruptions and distractions that could occur? (family walking in, pet jumping on you, loud neighbors, etc.)
- Is there a convenient space nearby where I can put a water bottle, paper and pen for notes, and an extra copy of my resume?

Having your interviewing space thought out and technology ready to go will give you one less thing to worry about the day of the interview.

Keep in mind, if there is a technical problem during the interview, stay calm and proceed as best you can!

HAVE YOUR RESOURCES READY:

Just like you would for an In-Person interview, have all your research and potential answers to questions ready to be discussed ahead of time, and dress in professional attire.

- Take a look at our Interviewing Guide for details on what information and research to prepare for an interview.
 - o <https://www.snc.edu/careers/docs/employment/interviewingguide.pdf>
- Check-out our Dress for Success resource to see our recommendations for interview attire.
 - o <https://www.snc.edu/careers/docs/employment/dressforsuccess.pdf>

BODY LANGUAGE:

There are plenty of ways to express your excitement through a video feed! During the interview, be sure to do the following:

- *Smile:* Do this frequently throughout the interview. This will communicate attentiveness and interest in what you and the interviewers are discussing.
- *Focus on the camera:* Keep eye contact with the camera, not just the image of the hiring professional on the screen.
- *Sit up:* When we are usually on our devices, we sit hunched over with our heads looking down; this is a “defeated body position.” Keep your head up, and sit with a tall, relaxed spine to feel and convey confidence.
- *Be Yourself:* Speak clearly, ask questions, and do your best to communicate your enthusiasm for the job! You’ve got this!

KEEP THE COMMUNICATION GOING:

- Remember to collect contact information for everyone who was a part of your Virtual Interview so you can send a thank-you note. While you can’t collect business cards, it would be appropriate to collect names and email addresses.
- Once you’ve sent a thank you note, be sure to keep an eye on your email and voicemail in case they have further questions for you.

OTHER REMOTE INTERVIEWS TO WATCH FOR:

- *Online Assessments:* Assessments may be used by employers to see if you fit the criteria they are searching for. These are typically used as a first-round interview.
- *Recorded Video Interview:* Recordings may be used to document your answers to questions. This method is typically used as a first-round interview
- *Phone Interviews:* Phone interviews may be utilized at any point in the interview process, and are used to gauge your level of experience and knowledge of the job opening before you continue on in the hiring process.

Career Counselors are ready to help you prepare for any interview type. Let us know how we can assist!