Virtual Interview Tips

Prepare
✓ Ensure that your camera and/or microphone work prior to the interview and test for proper lighting
✓ Put your email, phone, and any IM systems on Do Not Disturb/silent
✓ Plan where to do your interview
✓ Find an area that has a blank wall or neutral background
✓ Minimize clutter and ensure the space is clean
✓ Make sure you can be clearly seen with good lighting
✓ Rid yourself of distractions
✓ Close windows, turn off all background music, etc.
✓ While interviewing, maximize your video quality by making sure you are not using too much bandwidth through wireless printers, phones, tablets, etc.
✓ For additional tips and best practices, watch the Welcome and What to expect videos contained within the “Join the Modern Hire Interview” link in your calendar invitation

Dress the Part
✓ Dress the same way you would for an in-person interview
✓ Choose solid, neutral colors

Monitor Body Language
✓ Keep movement to a minimum
✓ Maintain virtual eye contact by looking at the camera instead of the face in the monitor
✓ Smile often
✓ Practice prior to your interview
✓ Be sure not to move around as it can be distracting
Build Rapport
✓ Start with a warmup: “How are you today?” “How is your day so far?”
✓ Actively listen: Respond with “ah” and “yes” while the other person is speaking
✓ Maintain a positive attitude throughout
✓ Always end with a wrap-up: “Before we end the call, I would like to thank you for this interview and let you know that I am really excited about this job because ______.”

General Tips and Reminders
✓ Never speak poorly about a previous employer
✓ Research the company and come to the interview with one fun fact about them
✓ Have at least one question prepared to ask the interviewer
✓ This is your time to shine! Come with at least one award or accolade to share
✓ If your interviewer asks about a skill you do not have, be ready to explain what related skill you do have: “No, but I have had experience doing ______ and am eager to learn a new skill.”