



# Talent Acquisition

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## 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



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## 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."