



VIRTUAL INTERVIEW SUCCESS TIPS

Preparation

1. Prepare as if it were a face-to-face interview
2. Research the company
3. Study the job description
4. Echo words used in the job description
5. Review common interview styles and interview questions

Choosing a Location

1. Quiet place with no internal or external distractions
2. Professional appearance - Neat and organized
3. Good lighting with comfortable room temperature
4. Appropriate background
5. Car is not the best place for the interview
6. Let roommates know that you are in a professional meeting

Test the Technology

1. Best to use a laptop or desktop computer for the interview
2. Test audio and video
3. Ensure you have a reliable WIFI connection
4. Have camera at eye level with a proper angle

Professional Dress - Body Language

1. Professional suit is the preference even though it is virtual
2. Be comfortable in front of the camera
3. Look directly into the camera - Smile
4. Make sure to sit up straight and avoid excessive movements

Follow Up

1. Ask for contact information
2. Ask for next steps
3. Send Thank You Email
4. Follow up with recruiter