

# PREPARING FOR VIRTUAL INTERVIEWS

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**Congratulations! You have been selected for a virtual interview. Virtual interviews are popular among employers as they give employers access to a more diverse pool of candidates, are inexpensive and easy to implement. While the interview can be conducted in the comforts of your own home or dorm, there are a few things to keep in mind to ensure a successful interview.**

**Prepare in advance.** Research the employer. Review any current news on their business. Also, use this time to review your resume, cover letter, and job description. This will help you to be able to present your qualifications as the best fit for the job and company.

**Look directly into the camera.** It is a natural tendency to look directly at the screen to make eye contact. However, when you are looking at the screen it appears that you are looking down and not at the interviewer. You can place a brightly colored sticky note or some other fun sticker next to the camera lens to remind you to look at the camera.

**Dress professionally.** Dressing professionally for your interview will help you to stay focused and engaged in the conversation.

**Do not rely on notes.** You may have a copy of your resume and cover letter available. Prepare questions to ask employers. Your resume, cover letter, and questions should be to the left or right of your keyboard for easy access.

**Arrive on time.** Although you do not need to arrive 10-15 minutes early, you do need to enter the meeting/chat room at the established meeting time.

**Use a professional name.** If you are using SKYPE or any video conferencing app that requires an address, be sure to create a professional name/address and photo.

**Check your equipment.** Test your camera, audio, and meeting software prior to your interview to ensure that all of your equipment works effectively.

**Minimize distractions.** Select a quiet location with very little or no noise distractions. You want to ensure that you can clearly communicate with the interviewer(s) without noise distractions. Also, select a space with minimal or no wall decorations as they can distract the interviewer(s). Minimize or close background applications on your computer or telephone screen so you are not distracted by alarms, alerts, or messages.

**Quality of video matters.** Ensure that you illuminate your face; lighting should be placed directly in front of your face or overhead. Lighting behind your chair may cast a shadow over your face making it difficult for the interviewer(s) to see your face.

**Posture.** Maintain good posture by sitting straight in your chair and folding your hands in your lap. By maintaining good posture, you will indicate to the employer that you are alert and interested in the conversation.

**Contact.** Confirm your contact number with the interviewer or staff ahead of time in case of a connection failure; the virtual interview can proceed with a standard phone interview.

**Interview follow-up.** Be sure to send a thank you note within 24-48 hours of completing your interview.

If you need assistance with interviewing, the Career & Civic Engagement Center is here to help. You can schedule a 30-minute interview prep appointment or 60-minute mock interview appointment through Handshake. Also, if you require a quiet place to conduct your interview, you can schedule a time to use our interview suite.

Good Luck!

Created by Bryn Mawr College Career & Civic Engagement Center  
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