

Interviews : Virtual Interviewing

Virtual interviewing, via Skype or another web based video platform, is becoming a more standard practice for first round screening interviews. One benefit of virtual interviewing is that it allows interviewers to connect with individuals who might not be able to attend a traditional interview due to geographical or schedule restraints. Below are three tips to help prepare for a virtual interview.

Practice and Test Your Equipment Ahead of Time

- Test a video call with a friend or family member to get a feel for it. This also means double-checking that all of your technical components are in order (be sure you have the latest version of the software).
- Make sure you do a microphone check.
- It is always smart to use a headset, as it will have better sound quality than your computer (that said, you should always test the headset too).
- Check that your internet connection can handle a video call.
- If you have to do a demonstration during the interview – such as running a PowerPoint or solving a written problem – use a desktop or laptop and practice ‘Sharing screen...’ and ‘Sending files...’ functions.

Choose the Right Setting

- It is best to have natural sunlight or a lamp aimed straight at you from behind the camera or computer.
- A simple backdrop will look best on the other end of the video call. Tip: Use a Pomerantz Career Center Interview Room.
- Eliminate background noise by choosing a quiet location and tell everyone in proximity prior to your interview to keep the noise down.

Look and Act the Part

- Avoid stripes or patterned clothing. Make sure that your clothes stand out from the backdrop.
- Maintaining eye contact by looking at the camera and not the monitor. Move your picture to the top corner of the screen so you won't be focused on how you look.
- If you are using a laptop with a built-in camera, it can be worthwhile to boost it up on a stack of books so that it's at eye-level.
- Smile, just like you would if the interviewer were in the room with you.
- Be sure your upper body is in the frame as hand gestures are integral to nonverbal communication.
- Be enthusiastic, but speak clearly and vary your vocal tone.

After the Interview:

- Take notes about what you were asked and how you answered.
- Remember to say "thank you." Follow up with a thank you note which reiterates your interest in the job.



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