

# Step 19:

## Mastering the Virtual Interview

**V**irtual interviews are becoming increasingly common, whether the position is going to be on-site, remote, or hybrid. They can be live interviews or pre-recorded questions for you to answer for the hiring manager to view later. Virtual interviews are fast and convenient, and with our tips below, you can improve your interviewing skills and prepare for a successful virtual interview. We have lots of tips to share, but your #1 best practice is to BE YOURSELF. You earned the interview, and now more people get to know what makes you – you!

### Before You Login

#### Find a Quiet Spot

- Find somewhere to interview where you won't be interrupted by any distractions.
- Make sure you can speak loudly enough to be heard.
- If you're interviewing around others, let them know about your interview to avoid accidental walk-ins.
- Turn your cellphone to silent and turn off notifications.
- Turn off your appliances and TV.
- Put your pets in a different room if it is safe to do so.

#### Have a Plain Background

- A clean and neutral wall as your background will prevent distractions and keep the focus on you.
- Avoid places that appear messy or cluttered.
- Most video interviewing applications have a Settings gear ⚙️ to click into that allows you to select or download a background.

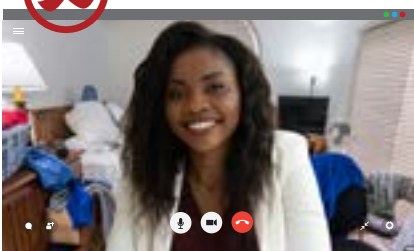
### Check Your Settings



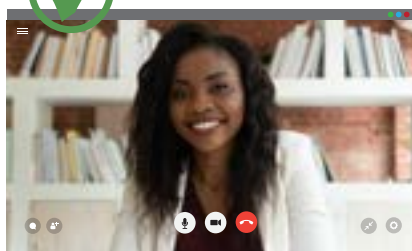
Settings screen for Zoom. This is where you can fine-tune your camera, audio, and background.



Distracting background



Clean background



## Login Prior to Test and Relax

### Center Your Webcam and Ensure Good Lighting

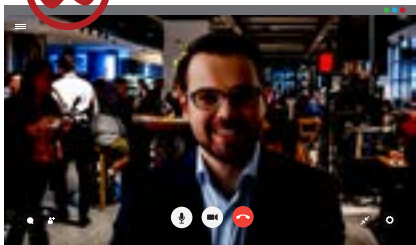
- Make sure the view of your face is centered on the screen.
- Find a spot with enough light for your face to show up clearly on camera. Alternatively, centering a lamp without a lampshade in front of you can create mock lighting.
- If you're using your phone as a camera, use a tripod or mount. If you're using a laptop, elevate the camera so that it isn't pointed upward at you.

### Activity Alert!

**Find somewhere to interview**



Bad lighting/location



Better lighting/location



### Test for Technical Problems

- Test your connection to make sure it's fast enough for video interviewing. Use the fastest internet connection available to you. We advise using a wired connection and broadband.
- If other people share your internet, be sure they aren't gaming or streaming while you're interviewing.
- Close all unnecessary applications to make sure your conferencing tool runs smoothly.

### Video Setup Checklist



- ☐ Lighting - Adjust your lighting
- ☐ Screen Sharing
- ☐ Microphone & Speakers - Check your microphone and speaker selections
- ☐ Camera - Preview your camera
- ☐ Blur background or select image - Find the background setting that works best for you

# Step 19:

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## *During the Interview*



### Activity Alert!

***Practice facial expressions  
to get comfortable***

## *Speaking on Camera*

- When the interview starts, ask for a number where you can call the interviewer as a backup plan if there are any technical problems.
- Speaking through a camera can initially feel awkward, so practice facial expressions and gestures to get comfortable. Practice video interviewing with a friend.
- Use reminders to smile and stay calm – consider placing a post-it reminder, like a smiley face, on your screen.
- Make eye contact by looking directly at the camera. Most video conferencing tools allow you to move the interviewer's screen next to your camera – this will help you maintain eye contact.
- Virtual interviews may have a voice-to-video delay. If there is a delay, mention it and wait until the interviewer has finished speaking to avoid talking over them.

## *Some Great Questions to Ask*

“If new employees want to onboard into their role faster, are there ways to study or job shadow?”

“What is the best approach to asking questions; are they best saved for weekly check-ins or should people ask in the moment?”

*“You have everything you need,  
to be everything you need to be.”  
–Janice Bryant Howroyd, CEO*

## Present Your Best

**Dress professionally.** Ask the person who coordinated your interview if they have advice on the best dress for that hiring manager.

**Maintain good posture.** Using a post-it note as a reminder has been helpful to other candidates.

**Be sure you practice answering common interview questions in advance.** Most importantly, have your questions about the job ready to go. A minimum of two questions should be asked to show the interviewer you're invested in the job.

**Have a notepad and pen available, and make sure your notetaking is visible during the interview.** We recommend you let the interviewer know that you may look down occasionally while taking notes. This will reassure them that you are invested in the process.

**Bring notes on your success story and key experiences that match the job.** We've been known to have a post-it of our top attributes/achievements at eye level.

**After the interview, immediately call your Hiring Advisor to share how it went.** The employer will contact us, and we need to speak with you first. If you are interviewing on your own, the best practice is to send the hiring manager or interview coordinator a Thank You message explaining why you are a good match for the position.