



Quick Tips: Virtual Interviews

BASIC TIPS:

- Prepare for a “virtual” interview the same way you would prepare for a face-to-face interview. It’s an interaction where you answer questions so don’t let technology intimidate you.
- Prepare ahead of time and practice so you are comfortable sharing your work experiences with the hiring manager. Be able to tell your story.
- Get familiar with the technology in advance of your virtual interview. Don’t wait until a few minutes before your interview to test it out. Be sure you have a strong internet connection.
- Dress for success! Try on your interview outfit the night before your interview to make sure it fits properly, and you’re comfortable in the outfit. Don’t skimp on your appearance just because it’s a virtual interview. Even though the employer cannot see all of you, your physical appearance matters so be sure you look professional.
- Be aware of your background; it should be free of distractions. Showcase yourself with the best lighting possible.
- Just be YOU. Don’t let technology intimidate you. Let your personality shine through like you would in a face-to-face interview. Use correct articulation and inflection in your voice and don’t be afraid to smile!