



A Few Useful Tips for Virtual Job Interviews

The rapid growth of remote work made possible through software such as Skype and Zoom will have a profound impact on the ways in which organizations operate. The hiring process is no exception as many organizations have shifted from face-to-face interviews to virtual ones. The applicant's goal in virtual interviews remains the same, which is to make a good impression, develop a rapport, and show how one is a good 'fit' for a given role or organization. By applying best practices, you can effectively highlight your personality and qualifications and make a strong connection, even if done remotely.

Your Interview Space

- The key to a strong virtual interview space is to prevent distractions and keep focus on you the candidate.
- Secure your room from unwanted visitors such as pets or roommates. Let others in your house or apartment know in advance when you will be interviewing.
- Choose your backdrop wisely. Do you want people you don't know to see a messy office or bedroom? Plain backdrops are best but otherwise use your best judgement and planning.

Technology

- Testing and preparation well in advance are vital when it comes to technology and virtual interviews.
- Confirm the software that will be used and ensure that it is installed on your computer.
- Does your webcam and microphone work? Many apps have a built-in test function to help you check.
- Close any unneeded apps to prevent distracting notifications.
- What about your connection? Make sure you can draw a strong Wi-Fi signal – this may require you moving your interview space or the router itself. If feasible, consider connecting via ethernet.
- Run a test interview with a friend or relative to ensure your software and connections work as intended.

Dress Code

- Dress professionally. Business attire is best but do your research as to level of formality as this may vary depending on profession. When in doubt, dress conservatively.
- As part of dressing professionally, do so from head to toe. This will help instill a focused mindset going into the interview, as well as prevent any embarrassing moments if you get up from your seat – suit tops and pajama bottoms don't coordinate well together!

During the Interview

- The best practices for an in-person interview apply to those conducted remotely.
- Maintain good posture, limit hand gestures, and avoid nervous fidgeting.
- Eye contact is important – in this environment, 'eye contact' is made by looking directly at the webcam when speaking.
- Have copies of your resume, cover letter handy for reference. Also know where the digital versions are to share if needed.
- Do your background research and have thoughtful questions ready. This will help lend a strong impression by showing you value the opportunity, understand the organization, and can help link your qualifications to their needs.