

# VIRTUAL INTERVIEWS

Are you wondering what you should be doing to prepare for an upcoming video or telephone co-op interview? In addition to the traditional preparation: reviewing common interview questions, researching the company, reviewing the job description, looking up your interviewer(s) on LinkedIn and preparing some questions to ask, we've put together some tips to help you put your best foot forward! **The goal in virtual interviews is the same as those that are conducted face-to-face: make a good impression, develop a rapport, and demonstrate that you are a good fit for the role and organization.** Here is how to go about doing that:

## Tips for a Successful Virtual Interview

### Before the interview:

- Research the company, the role and prepare for expected interview questions as you would for an in-person interview
- Dress in professional business attire – from head to toe – to project a professional image
- Choose an appropriate setting that will be private, quiet, and free from interruptions, with a well-lit, plain background
- Mute any other devices
- Ensure your internet connection is stable
- Test the video conferencing platform and ensure your webcam and microphone are working properly – have a friend log in on their computer and do a trial run
- Have a note pad, pen, and your resume handy
- Practice your interview skills in advance – either with a friend, Career Advisor, or Co-op Coordinator



### During the interview:

- Maintain eye contact – look directly into the camera and nod and smile when listening in order to show engagement
- Make sure you are centered in the frame, maintain good posture, and use appropriate body language
- Speak clearly and try to avoid the use of fillers such as “like” or “um”

### After the interview:

- If your co-op interview was coordinated through the Experience Guelph system, you will see the job status updated, or you will receive a job offer through the system if you were the employer's top candidate
- If you secured an interview through your own network (outside of the Experience Guelph system), you can send a follow up thank you email and connect with the interviewer(s) through LinkedIn

## Tips for a Successful Phone Interview

### Before the interview:

- Choose an appropriate setting that will be private, quiet, and free from interruptions
- Have a note pad, pen, and your resume handy
- Prepare bullet point notes - information about the company and answers to common interview questions
- Practice your interview skills in advance - with a friend, Career Advisor, or Co-op Coordinator



### During the interview:

- Speak clearly and try to avoid the use of fillers such as “like” or “um”
- Smile when you speak – you will sound more engaged in the conversation
- Use a headset if possible – it will allow you to move and make gestures which will help you come across more relaxed and confident

### After the interview:

- If your co-op interview was coordinated through the Experience Guelph system, you will see the job status updated, or you will receive a job offer through the system if you were the employer's top candidate
- If you secured an interview through your own network (outside of the Experience Guelph system), you can send a follow up thank you email and connect with the interviewer(s) through LinkedIn