

# How to Succeed in a Virtual Interview

*Prepare for a virtual interview much like how you would prepare for an in person one! Start your preparation earlier (2-3 days), research the company history/news/values, commonly asked interview questions, and your interviewers if possible*

## Dress to Impress!

Dress like how you would for a regular interview. Look up company dress code. Business casual is always the safest way to go.



## Company Goals

Understand the company goals. You can speak to how you will support those goals in your role.



## Test audio and video

Do this before the call. If possible, call a friend to test it out first.



## No Script, Practice!

Practice answers rather than writing out a script. You can write down short notes or trigger words to help you remember what you were going to say. Reading off from your script can be robotic and unnatural.



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## Professional Body Language

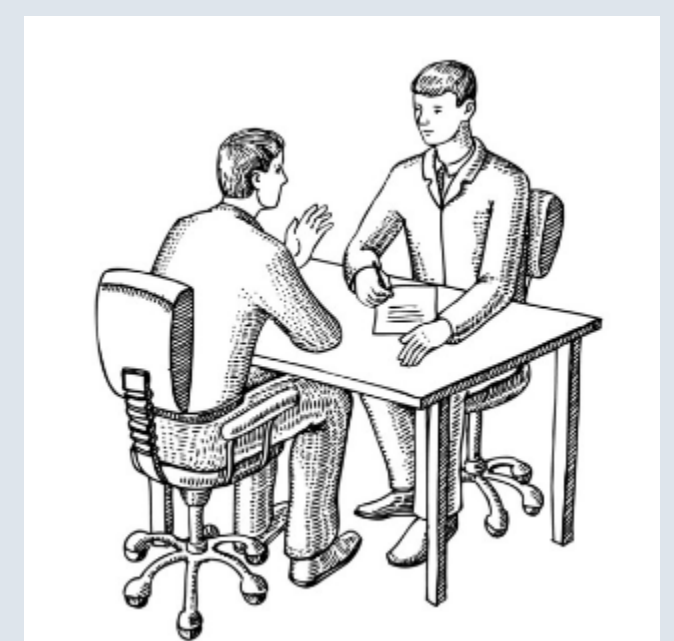
Sit up straight and ensure camera is placed so that your face is in the middle of your screen. Since you're not able to shake their hands, find other ways to greet and exude enthusiasm--like smiling, giving a confident wave with eye contact



## Prepare Interview Questions

If you want to prepare questions about the company and job role because:

1. It demonstrates interest about the position
2. Allows you to evaluate position for fit
3. Create specific questions for each opportunity



## Quiet place

Try to interview in a quiet place with minimal distractions.



# ADDITIONAL TIPS

- Consider an artificial backdrop
- If life happens, roll with it
- Preemptive muting is your friend
- Practice like a TV Analyst
- Keep your notes handy on your screen
- Make eye contact with the camera
- Usernames matter
- Keep cell phone handy, but SILENT
- Smile early and often

# DAY OF CHECKLIST

- Materials: Pen and paper, copy of resume, notes, glass of water
- Preparations: business professional attire, quiet & well lit room, stable internet connection, working microphone and webcam, do a test call beforehand