

Virtual Interview Tip Sheet

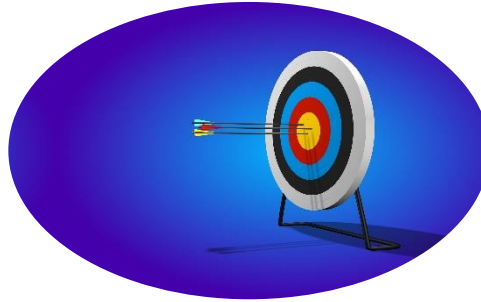
Virtual interviews are becoming increasingly popular for companies, government entities, and other organizations as either the first step in the interviewing process or the entire interview process. Virtual interviews can occur via several different methods and platforms, including:

- **Phone Interview** – Telephone interview with one or more interviewers, no video.
- **Online, Two-way Interview** (e.g. Microsoft Teams, Skype, GoTo Meeting, etc.) - Closest virtual interview to an in-person, live, face-to-face interview with one or more interviewers.
- **Online, One-way Interview** (e.g. HireVue) – Answer pre-recorded questions via video interview. All candidates receive the same questions with no follow-up questions.
- **Online, One-way Interview with Re-record Option** – Just like the previous, but it is possible to re-record answers.

Technology and Environment



- Check your internet connection: 24 hours prior and again 30 minutes prior to your interview, check the Wi-Fi Speed of your internet connection (minimum of 5 Mbps) at <https://www.speedtest.net/>. Your internet connection speed should be fast enough to ensure a smooth and uninterrupted conversation with the interviewer, ideally with both video and audio enabled. If it is not, try moving closer to your router, turning off Wi-Fi on other devices, and asking others to refrain from using Wi-Fi during your interview. If possible, test your connection by having a conversation with a friend, family member or job developer before your interview.
- Familiarize yourself with the platform you will be using before the interview. If they have a tutorial, take the time to go through it a couple times. You do not want to find out five minutes before your interview starts that you have to download and install software.
- Set up your interview space well ahead of time, in a place free of distractions.
- Make sure you have a plain background and good, natural lighting, if possible. Make sure the device you are using is charged and the camera is at eye level, so your face is framed in the camera without cutting off the top of your head or chin.



Practice, Practice, Practice

- Have a friend, family member or job developer help you practice your interview using Skype or Microsoft Teams and record it so you can view it later.
- Use the recording to check lighting and sound quality. Make sure your answers are clear and can be easily understood.
- Practice answering questions. Keep in mind some platforms are timed. Generally, answers should be about 1-2 minutes long; multi-part or behavioral-based questions may take longer.
- Research employer history, mission, and values. This information is typically found on the employer's website. Identify personal/professional skills and values that align with the employer.
- Practice common interview questions that allow you to describe how you will be a great "fit" for the company/position, e.g. "Tell us why you would be a great fit for this position."



Interview

- All standard interview rules apply. Dress for success! Think business professional: suit and tie for men, blouse or suit for women. Avoid bright colors. A white shirt paired with a dark suit may wash out some skin tones; pastel shirts are more flattering.
- Make "**eye contact**" by focusing on the web cam, not the screen or your notes.
- Greet the interviewer with a "**digital handshake**" – nod and say something like "It's nice to speak with you today."
- Be aware of body language and facial expressions. Smile – even on telephone or pre-recorded interviews, the interviewer can hear a smile in your voice. Maintain good posture and try not to fidget. You are going for warm and confident.
- Most virtual interviews are behavioral-based. Make sure to practice this interview style.
- Send a Thank You email within 24 hours after your interview. If this is a pre-recorded interview, you will not have a chance to ask questions, so include those in your email as well.