

Virtual Interview Best Practices Before, During, and After

Before Your Virtual Interview

Strengths & Skills

Problem-solving ability	All Technologies	Creativity/innovative	High sense of responsibility
Communication ability	Project management ability	Driven/Persistent/Passion	Leadership skills
Client/Customer Service	Data Analysis ability	Team Player	Ability to take initiative
Work ethic	Researching	Attention to detail	Self-motivated/ Positive
Trustworthiness	Documentation	Adaptable/Flexible	Critical Thinking ability

What Projects have you worked on? – When you think of your projects consider the following things:

1. **Project Objectives.** What is the problem? Why Does the project even exist?
2. **Your Role in the Project-** What was the solution? What was your approach to the solution?
3. **What tools and technology did you use?** (This can be combined with the approach)
4. **What challenges did you face and how did you overcome them?** (Project related challenges)
5. **What did you enjoy?**
6. **What would you have done differently? Why?**
7. **What conflicts did you face?** (Within the team)

Failures/Weaknesses - Everyone makes mistakes, the key is what you learned from it!

Failures:

- Examples may include Bombing a test, giving a customer the wrong information, or failing a class and having to retake it, rushing a project.

Example: In college, my group and I were tasked with a project, and I was assigned with a certain portion. I have always been a fast worker and confident in my technical ability, so I did what I normally do work fast and what I thought at the time was efficient. We got together and went over everything, but we didn't get into the weeds because of our time constraints. We submitted the project to our leaders and a week later we got our feedback, and it wasn't as expected. The group was noticeably upset with me because I missed some important details. I made sure to make up for my mistake, but what I learned was that I need to slow down and remember to pay close attention to details not only for my own work quality, but also for my team. Another thing we all realized is if we would have timed out our work better, we would have caught the mistake before submitting it." We learn as we go, and I won't make that same mistake again."

Weaknesses:

- Examples may include, I have trouble public speaking, I still learning a specific technology, hard time saying no, etc.

Example: *I sometimes have a hard time saying no.* I appreciate that we all have busy schedules, so I like to help others out when possible. However, I sometimes take on too much, making it challenging to get my own work done on time. To address this challenge, before I quickly say "yes" to someone that asks for help, I now pause and let them know I'll get back to them by the end of the day, or the next day, to consider how I can best help them, while creating a timeline to manage expectations. This approach allows me to ensure I don't take on too much and that I prioritize my own work and get it completed on time.

Research & Practice

1. Research companies, website, social media, values, milestones, awards, history, growth, etc.
2. Write down and practice answers to common questions that may be asked
3. Pair up with a buddy or by yourself and practice going through your answers out loud, mock interview.

During Your Virtual Interview

Look the Part & Small Talk

First, start out your interview being personable, make small talk with them “How do I look, I don’t look nervous do I”, “How is your day doing so far”, Have you had a lot of interviews already today?” This is good technique to calm your nerves and immediately gives a good impression to the client regarding your interpersonal communication ability

- Although you don’t have to dress business formal, you still need to look the part and put in the effort. It shows you want to make a good impression and that you care about the opportunity to be considered for a role.
- Notice the background of each of the individuals, it’s neat, bright, and appropriate for the interview meeting. Please ensure the interviewer can see you and that your background is professional.



Test Technology

- The day before and about 15 minutes before the interview test to make sure everything is working this includes:
 - Camera
 - Microphone
 - Sound
 - Internet Connection

Limit Distraction

- Working from home can be great, but it does allow for distractions that you don’t want to occur while you’re in your interview. Every second to make an impression counts. Do the following to prevent distractions:
 - Turn off cell phone and turn off computer notifications (messaging, emails, etc.)
 - Make sure you are in a quiet area of the house
 - Kids/pets are entertained doing something else
 - Let family and/or friends know you will be doing an interview

Body Language Awareness

Smile- Shows enthusiasm and gives you confidence	Sit up- Shows you’re confident and ready
Eye Contact- Shows you’re attentive like a F2F convo	Listening Cues- Shows you’re following along (nodding)

Tips:

- Be energetic and excited throughout the interview, avoid slouching and monotoned speech.
- Be mindful of your facial expressions looking angry, annoyed, or confused can be easy to catch on camera.
- It’s perfectly fine to have notes but try not to look down at them. You can do a 50/50 split of your screen.
- Make sure your camera is straight up and shows a full view of your face and don’t look at side screen.

Ask Questions

- Can you describe a day in the life of an associate post joining the company?
- What would you say are the top 2 to 3 characteristics a person in this role should have?
- Do you have a mentorship program?
- What do you enjoy the most about working for the company?

After Your Interview

Reflect- (Write It All Down)

- What questions did they ask you?
- What did you do well at?
- What did you think you needed to work on?

Stay Positive- No matter what the outcome you will have gained experience and will just get better as you go.

Ask For Feedback- Feedback helps us grow, learn, and improve ourselves.

Getting Ready to Answer Questions

- Situational questions: use the **STAR Method** (Situation-Task- Action-Result)
- Descriptive questions: You will have to answer some questions that are very descriptive, in these cases keep your responses structured by breaking your answers down to key points examples include: I did 3 main tasks, I faced 2 main challenges, I worked on 4 projects, etc. Follow up your response with the details of each point you are making.
- Try to avoid fillers such as: Umm, Uhh, you know, Like, etc.
- Speak short, but meaningful sentences, this helps you with staying on track and not getting lost in your answer.
- Listen to the questions carefully. Ask for clarification if needed. Never directly say "I don't know". (Example below on how to handle the situation if this happens).

Common Questions Asked

Tell Me About Yourself

Example:

Introduction: Hello there, my name is _____. I am very excited to meet you today! I appreciate the opportunity you're giving me to share with you a little about my skills and background.

In the past 3 months, I have worked in-depth on full-stack technologies such as .NET Core MVC, C#, Entity Framework, and SQL Server on the backend. On the frontend I've used HTML, CSS, and JavaScript with Angular framework to make user-friendly single-page applications. I also used Azure DevOps, Docker and Kubernetes.

With that being said, I have applied that knowledge in three full-stack projects. In my first project, I utilized browser APIs like AJAX to communicate with a servlet-based web application over HTTP. In my second project I worked in a team to build a RESTful backend API with Spring and leveraged service-oriented architecture. I also used Jenkins to achieve continuous deployment of the application onto AWS EC2 virtual machines in the cloud. Going into my third project, I began working in an Agile development environment on a content-management application that used a microservice architecture. I've had fun working on these projects and look forward to what's next!

Before Revature, I studied at the University of _____ and completed my bachelor's degree in Computer Information Systems. I have always enjoyed solving problems and knew a career in technology was a great fit for me. Both during college and after I continued to work on several freelance web developer projects before deciding to expand my knowledge by pursuing an extended training in the full stack.

I believe that with the hard work I have put in both in college and in the last 3 months, my analytical ability, my passion for technology, and my drive to learn more, that I would be a great addition to your team. I am confident that I can begin working as a full stack Dot Net Developer and look forward to more conversation regarding my career path and this opportunity.

What to do when you don't know the answer to a question:

Before you answer this ask interviewer to repeat what they said, to gain clarity a lot of the time they rephrase the question, and it will trigger something in your mind that you can speak to. However, following your inputs, you could say the following:

Example:

"That is a really good question, I am still working on developing my knowledge in that area however I am a fast learner and I take ownership of things I need to improve on. I will make sure I do everything I can to get myself up to speed with what is required of me. I learn more every day, and I will continue to learn and improve my skillset as I go."

Reminder: Never just say I don't know

Other possible questions that could be asked regarding soft skills that you should prepare for:

- Tell me about a project you worked on and the challenges you faced?
- What motivates you?
- Tell us a time when you had to resolve a conflict?
- Tell me something about your work experience that I can't see on your resume?
- What hobbies do you have outside of software testing?
- What other skills do you bring to the role?

Do's

- Keep your portfolio handy, the interviewer might refer to it and might have questions about something that was mentioned about your portfolio.
- Think about things you have accomplished for example: Received an award/certification/scholarship, graduated with honors from college with a 3.9 GPA, or received a promotion in a short amount of time.
- Write out answers to the most common interview questions
- Be Authentic, it's important you are being your true self, yes, we have to be professional, but that doesn't mean to be someone you aren't. Improving your soft skills doesn't mean being fake, it means enhancing your developmental skillset.

Don'ts

- Although you are writing out your answers to possible interview questions, don't read the answers while in interview, remember you are using it as a memory technique so you can have an idea of what to say.
- Don't talk about personal things in your Introduction keep it professional.
- Don't ask HR related questions, for example PTO, Perks, etc...
- Don't be negative for example, saying you don't like something or someone, you don't want to work in a certain location or a specific technology, etc.
- Do be too casual and let you guard down, stay the course because they are watching everything
- Don't let them see your nervous, if you get a little nervous get yourself back on track