GUIDE TO INTERVIEW PREPARATION

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The Top 40 Interview Questions &
Mastering How to Answer

Research and Preparation Questions:

1. Tell us a little about yourself.
- This question seems simple, but you must prepare for it! Tips: Don't give your complete life story or employment history. Instead give your pitch—one that's concise and interesting. Talk about a few key accomplishments and experiences that support you as a match for this role/company.

2. How did you hear about this position?
- This could be asked to remind them if you are a referral of any kind, or where they are finding their talent. Talk with excitement so they can feel you want the job regardless of how you knew about it.

3. What do you know about our company thus far?
- Simply put, they want to know you care knowing about who you work for and that you've done your homework! Not only should you do basic research on the company you are scheduled to meet, but have some positive feedback for them about what you know. What are their focuses moving forward, have they been in the news recently, have you read their yearly sustainability report?

4. Do you have any questions for us?
- ALWAYS have at least 3 questions ready to ask that do not pertain to pay, benefits or the like. If you get nervous and forget your questions, ask them about their own careers! People love talking about themselves. Additionally, it's always best to ask if there is anything you can clarify in terms of your skills or fit towards the opportunity! Release them from any doubt that you are ready to take on this role.

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5. From what you know thus far, what do you think you will be doing on a day to day basis?

- Employers want to know you understand the position you applied for and have realistic expectations of your requirements. They may also be asking this to confirm the information they've told you about the role and that you were listening. Really study the description of the role you are applying towards and have a good grasp on departments and people you'll work with. Simplify the answer into a few sentences and practice before interviewing. It is perfectly OK to ask questions as you learn about the role in an interview. In fact, creating dialogue back and forth makes for a great interview where the employer can have a candid and more genuine conversation with you. Most often, you are supporting a team with a specific purpose and process. Reach out to someone who has the title before interviewing if you can!

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Situational & Qualifying Questions:

6. What's the most innovative change you've made in your career or a project and how?

- Have fun answering this and let it show! A company that asks this holds creativity and innovation in high regards. They obviously want to hear about how you've created a footprint within the industry, big or small, individual or as part of a team.

7. Given this problem (Insert problem) How would you solve it? Explain your thought process.

- Again, it's thinking on your feet and being prepared. You may not know their protocols or systems yet, but use logic and reason. If you have to, think of it as someone coming to you for advice, and attack it that way. Tip: Practice communicating clearly your thought processes and problem solving skills. Put it on paper first if needed, or use visuals and ask for pen/paper if you need to.

8. What makes you best qualified for this opportunity?

- Employers want you to fight for the job! Stress and reiterate how you stand out and exceed expectations here, not just meet the qualifications. Focus on the whole picture, both technically and culturally. In most companies, skills are great, but what gets you far is your "GRIT" and persistence to do well!

9. What challenges do you see yourself facing if offered the role?

- Flip this question that would normally state negatives into positives and things to look forward to! It's more about opportunities, not challenges! Be excited that you'll learn something new, or get better at something you want to improve upon. If you can do that, you've mastered this question and the interviewer's attempt to point out a weakness.

10. Tell us about a time that you came upon a challenge on a recent project or with a coworker. Explain the challenge, your process to address it, and the outcome.

- This can be asked many different ways. Choose your challenge and situation wisely and one that had a positive and meaningful outcome. If you do not have industry direct experience, use transferrable skills or educational experiences.

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11. Tell me about a project you are most proud of and what contributions you made.

- Pick something you are really passionate about so it shines through in your answer. The interviewer is giving you a chance to shine and paint the picture of having you on the team!

12. What are your IT strengths and weaknesses?

- This is a sort of trick question as you never want to give them red flags that make you less desirable as a candidate to weed out. Reflect on what you're great at, and be candid in your skills you'd like to learn or want to get better at. Think of ways you can improve that do not take away from your actual skill sets already or skills required for the job at hand. Be confident in your answer and practice this for positive delivery.

13. What do you think makes you stand out from other candidates for this role?

- They want you to do the work and let them know what makes you better than other candidates. Tip: Think about ways you've outshined in other jobs, at school, or through professional relationships. What can you offer that's unique, or do better than anyone you know?

14. Given this problem (*problem is based upon job requirements*), what solution would you provide?

- They want to know you can think on your feet! Practice different versions of this and generalize your answer to fit most types of these questions. It could be someone who bends rules or breaks them and you are the only one who sees it. It could be about how to handle a difficult customer, etc. Make sure not to answer with going straight to a superior. Employers like to know you can try to solve issues without having to get management to do it for you.

15. What systems or language don't you know well that you'd like to learn?

- Employers may want to find skills needed for the position that you aren't proficient in, but said you had on your resume. Know what's on your resume and be honest! They may also be curious to know what direction in your career or the industry you have interest in.

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Industry Related Questions:

16. What do you do to maintain your technical certifications?
- Companies want to know you care enough about your chosen industry to stay relevant and in-the-know proactively and independently. If you don't directly update certifications, talk about how often you code or stay updated on trends in your spare time. Most of you will be able to answer this question with both your education and interests outside of class. It could be networking events or groups you stay involved with, or study groups from this course that turn into meetups to code together.

17. Do you answer questions on StackOverflow? Do you use code or contribute code to Github?
- Employers will almost always require employees to contribute to open sources and they want confirmation and examples that you do! This answer should always be yes, and you should make sure you can back it up.

18. What made you switch your career path from (insert old industry) to Web Development?
- Focus on what you love about the industry and what made it stick for you. Sometimes, the past and the present transfer easily, and sometimes it seems more abrupt. Practice communicating the switch or transition with confidence. Employers want to test you and see if the switch was less about you and more about something or someone else. Always answer this question in a way that owns your love for the industry and skills. Motivating factors are great indicators of those who will be good employees. Nobody can argue with someone who wants more for themselves and has the confidence to go for it.

19. I see you have past experience mostly in (fill in past industry), so why the transition?
- This is a similar question to the one listed above. Again, they want you to explain gaps in your resume or major industry transfers. Employers are sometimes scared you'll go back to what you already know versus what you just learned. TIP: Be positive. Talk about taking ownership of your own success and wanting more whether challenges, opportunities, growth, advancements, following your passion of the industry, knowledge, being creative and implementing ideas, etc. Think back to the Flower Diagram by R. Bolles!

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20. Could you explain the gaps of employment from (fill in period of time)?
- Again, be honest, but own your reasoning and have a good one. Employers want an answer to any time you weren't working and that it's not something that could reoccur should you get offered the role. If you were a primary caregiver, stay-at-home parent while the other focused on their career, talk about how those experiences were important to what has brought you towards this moment of pursuing your dreams, career goals, and doing what you love! Make sure to talk about ways that you were involved in any volunteer work, side projects or staying relevant in work if you did.

21. What do you love about the industry and what do you dislike?
- Employers ask this question to get a realistic gauge on what keeps you in the industry, and what may force you out. Sometimes, one answer is both, like the constant change and technology trends. On one end you may love constant challenges and thrills of learning, but you also know you can't always keep up with it all. So focusing on what's most important for your company and your team is key!

22. What do you think makes our brand stand out from competitors?
- Again, research comes in handy here. Regardless of what others may say, they are asking for YOUR opinion. Also research the people and stakeholders that make it. From your research, what makes them unique?

23. How do you keep current on this industry?
- Employers want to know you take ownership of growing your knowledge, especially in the tech world! How do you stay competitive? This is similar to others in that you need to be honest, and explain ways you take charge of your own education and knowledge of the industry.

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Character Gauging Questions:

24. How would your boss or coworkers describe you?
- Reflect on this and even ask past managers or coworkers if needed. They want to see that you have both a realistic grasp of how you are perceived by others, and that it is a positive one.

25. What motivates you?
- Employers want to know how to keep you happy and if they can! In other words, what drives you to do well in a professional setting? Be careful in being too honest. If money is a big motivator, but it's an entry-level job with no incentives, talk about other motivators like the opportunity to learn, purpose, etc.

26. When you hit a wall in your work, what do you do to overcome it?
- Employers want to know you have a game plan when you burn out, because we all do at some point. Make sure your approach is reasonable and professional. Do you take a walk around the office and come back, or do you visit/call a mentor for some support? Whatever it is, make it simple, quick, and something truly effective for you.

27. How do you handle strict deadlines?
- Employers need to know you take deadlines seriously and that you meet them. If you exceed them, even better. Let employers know it's a priority and provide examples that support how you've prove that in past experiences.

28. What tools or tips do you use to stay organized and on task?
- There's no right or wrong answer, they just want to know you have a successful means of staying organized for yourself. Do you have a system to remember things, or stay on task and time manage? Be able to effectively communicate how you do it.

29. Why are you leaving your current role?
- Employers may try to dig up anything you aren't telling them, or red flags. Tip: Never make it about someone or something negative even if it is. You want to shift the question from what you are doing or last did, to the opportunity at hand and why it excites you.

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30. Who is the most influential person to you and why?
- We all just love a good story here that gives insight to who you are. That said, knowing someone who changed, challenged, motivated, or inspired you gives insight to your character and employers care about what kind of person you are, and why. When we know the backstory or struggles of a well-known or successful person, we are much more inclined to engage in the brand or respect them as a professional and person.

31. Who in this industry do you look up to or follow and why?
- This is a similar question to the last one. Having skills to do the job is great, but a lot of companies also want people who are passionate about what they do. One way to gauge this is through this question.

32. What was the last book you read? Tell us what you liked about it.
- Tip: They don't necessarily care what you read, they care about what you learned from it and how you communicate that. If you don't read books often, but read articles or blogs, that's fine too! Do not source articles from political or biased news sources!

33. What elements are necessary for a successful team and why?
- Company research comes in handy here. You may find recurring themes they like to see in candidates or mission statements that highlight important qualities to embody. You can also recall team environments you've been a part of in the past and talk about positive attributes that made them successful relationships. Employer ask this to confirm you truly understand what it takes to work in a team environment, and that you also align with their team. Answers to this are often reflective of experience the candidate has had. Don't just have answers, have reasons to your answers as they relate to a team. If you say communication, they may think at one point you've been on a team where this wasn't a strength, so as you give reasons, back up the answer with positive reasons and how it manifests successful outcomes.

34. Why did you apply for this role?
- They want to know what motivates you! TIP: Even if it's about the money, don't ever say that. Talk about the company culture, the kind of people they recruit, word of mouth you've heard that's been positive and most importantly, that you appreciate and believe in their purpose. Be able to explain why you feel this way.

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Culture Fit/Goals Questions:

35. What qualities do you look for in a company?
- Does what you want align with their brand and are you a good match? Really understand the company climate for this answer. Don't shoot yourself in the foot here if you want something you know the company may not offer. If the position is contract and you say you want job security and longevity, then they may see that as a bad fit.

36. Upon your research of our company website, is there anything you'd change or do differently?
- A company who asks this question clearly wants people who speak up and are creative thinkers, so don't be afraid to do so! Start off with some positives about the site first, and give an example of an enhancement or change. Paint the picture of how you could add to the existing team and culture for the better. Or, find something you like about the company site that you would make stand out MORE or embellish. Most importantly, actually GO to the website and use it before interviewing. You may come across user experiences to note and talk about for questions like this.

37. Explain your goals 5 years from now.
- Does your plan align with the company's plan and what they can offer you? Do you have focused milestones, or more general themes and have a plan of how you're going to accomplish them? Having goals is great, but holding yourself accountable for reaching them is a step above.

38. What are your salary requirements?
- Employers want to know they can afford you, and/or that you have realistic expectations of salary. The biggest tool here is doing your research and knowing the salary average for the specific job in your area via Glassdoor or similar resources . Don't ever make a job about the money. Let them know that while you want fair pay for your experience and skills, you are flexible and confident that an agreement can be made. If they press you for an amount, give the highest of the range for your experience and skills and negotiate from there. Be confident.
- Salary Resources: Salary.com, Glassdoor.com, BLS Occupational Outlook Handbook, ONET.

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39. What do you like to do outside of work?
- Read the crowd on this one. While most companies like to know you have a life outside of work or something interesting about you that adds character, don't open up too much. Sometimes hobbies will correlate to the work, like if you surf, and the company sells surfing equipment. Those are good examples for additional knowledge and culture fits.

40. If hired, is there anything you would change about this IT team?
- TIP: Don't say you wouldn't change anything! Employers truly want to hear an outside perspective, what you see as some points for improvement and have solutions to help them. No person or employee is perfect, so they want you to be genuine, whatever the answer is. Try to add value but stay complimentary if you can. This question gauges whether you can analyze a team and use the information towards strengthening the brand and culture.

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<u>Tips for a Winning Interview:</u>

1. **PREPARATION AND CONFIDENCE**- Preparation and confidence are very important tips. Good preparation always creates confidence. Research how companies interview, their hiring trends, the job description for key skills and elements, as well as practicing each interview out loud. Try to get as much insight from current or past employees as you can.

2. **BE ON TIME**- Don't let this be your first impression! Be on time at the particular location of interview, or no more than 15 minutes early. Being late only sets yourself up to play catchup the rest of the interview. Check traffic and the route before leaving that day. Plan to get coffee or tea nearby before your interview so you're there and not rushed.

3. **FIRST IMPRESSIONS MATTER**- First, keep in mind that you never get a second chance to make a first impression. Smile often, give firm handshakes, dress the part, and make eye contact. Do not talk too much! Always remember that communication is two-way street, so rather than just answering questions or asking them, try to create a dialogue through their guided questions that flows more naturally. Also, don't interrupt the interviewer when he/she is talking. Give him/her full chance to talk. One common mistake candidates make when interviewing is being long-winded, especially when nervous. Be a good listener, as they may talk about key factors that help you answer questions and get the job!

4. **BE ENTHUSIASTIC AND POSITIVE**- Do not say bad things about previous employers. Focus on positive achievements, experiences and outcomes. Even if there are questions that seem to point you to negatives, create opportunity in those challenges, and switch the focus from problems to solutions. Remember to smile, and show excitement when you talk about a favorite project, mentor or team environment.

5. **EYE CONTACT IS KEY-** Eye contact is one of the most important aspects of nonverbal communication and can make a significant difference in how you present yourself. It promotes confidence and better listening skills.

6. **TALK ABOUT SPECIFIC ACHIEVEMENTS**- Interviewers like to know how you felt about a particular success. Some will ask for specific examples of things you have done that you are particularly proud of, how you solved problems, how you learned - and

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improved - from difficult situations. You do not have to use experiences from the same industry. Transferrable skills count here, but try to keep them relevant if possible.

7. **DON'T BE AFRAID TO TALK ABOUT CHALLENGES**- When asked about a weakness don't be afraid to talk about it. Use the opportunity to show how you have or are overcoming the challenge. For example, "I often have a hard time remembering names, so in order to assure I'm on top of new colleagues, administration and clients, I use alliterations and attach their name to something I'll remember." This type of example does not take away any skills or abilities to do the required tasks at hand well, but highlights how you creatively overcome challenges and your process for it. Your answer should be similar.

8. **ASK QUESTIONS**- Great questions to ask early in a job interview: "What are you most hoping to find in the person you hire?" and "What would be my first priorities on the job?" The earlier you can ask these questions, the sooner you can start tailoring your answers to the employer's priorities. Make it a dialogue where you can show genuine interest and desire to learn more about the company and role. At the end of the interview ask, "Based on what we've talked about today, I feel good about the position. Do you have any concerns about my ability to do the job?" Often, that gives you a chance to counter any objections.

9. **KNOW WHAT YOU OFFER** Prepare answers for open-ended questions, like, "Tell me about yourself," by making a list of your skills and traits that match the employer's requirements. Tailor your answer towards meeting the job expectations and requirements. The closer your skills and traits align with the job description, the better chance you have of landing the job. You should leave the interviewer with a clear picture of what you have to offer.

10. **SUPPORT PROOF OF SKILLS** Always put a positive spin on your answers to difficult questions. If you lack a particular skill or do not know a certain computer program, be sure to emphasize how quickly you learn. Give an example of a time when you were able to get up to speed in a similar situation. Companies are interested in people who can hit the ground running.

11. **SELL YOURSELF**- The product you are selling is YOU, so give them reasons to BUY in. Tell them what you can do for them. Emphasize what you can bring to the company, department and position. Be confident in what you have to offer and the dynamic you bring to a team.

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12. **DON'T FORGET TO LISTEN**- Listening is one of the most underused interview skills. Most candidates are so nervous about answering interview questions correctly that they forget to listen. Follow these tips: Listen through eye contact. Listen with nonverbal expressions.   Listen until the speaker is finished. There's often an answer to the questions they ask from other comments they give you along the way.

13. **FOLLOW THE INTERVIEWER**- During the interview, your interviewer is giving you information that can guide you on how to behave during the meeting. Observe your interviewer's style. Listen very carefully, and let him/her know that you have been listening by asking good questions and making relevant comments. Tone is important and you'll gauge what type of company and interview it is just by the interviewer.

14. **ASK QUESTIONS AND BE ENGAGING**- There is always the opportunity to ask them questions at the end of the interview. Remember the interview is a two-way process. Try to concentrate on issues, which are both important to you and combine an apparent interest in the company. Write your questions down prior to the interview and take them with you.

15. **BE HONEST**- Be honest with every question. No need to lie or embellish about your background or skills. It will only come back to bite you in the end. Your integrity in first impressions is everything.

16. **PRESENTATION**- Dressing the part is also an important aspect at the time of an interview. Be well-groomed, professionally dressed and above all, present yourself in a way that makes you feel confident. If you aren't sure the dress-code you can always ask the person scheduling your interview, but when it doubt, dress to impress. Stay away from bright colors, flashy jewelry or sneakers. Come prepared with something to write with and on. Have copies of your resume and references, as well as any supporting documents or portfolio work that may help you give examples of your skills. If the company is more casual, let them be the first to tell you to dress down after you've got the job.

FINAL INTERVIEW THOUGHTS- Just as a strong resume wins you an opportunity to interview, strong interview skills will win you consideration for the job. It takes practice and persistence. Always reach out to interviewers 24 hours or less after meeting with them to thank them, regardless of the outcome or your interest in the opportunity!

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50 Most Common Interview Mistakes:

You may have heard the horror stories--job hunters who take phone calls or text during an interview, showing up extremely late, smelling like they haven't showered, or worse. You wouldn't do any of those things, would you? Of course not. But there are tons of other job interview no-no's you may not have thought of. So, for your edification and enjoyment, here are 50 (yes, 50!) of the worst and most common job interview mistakes:

1. Arriving late.
2. Arriving too early.
3. Smelling like a cigarette.
4. Bad-mouthing your last boss.
5. Lying about your skills/experience/knowledge.
6. Wearing the wrong clothes. Unless confirmed otherwise, dress professionally.
7. Forgetting the name of the person you're interviewing with.
8. Wearing a ton of perfume or aftershave.
9. Wearing sunglasses.
10. Wearing a Bluetooth earpiece.
11. Failing to research the employer in advance.
12. Failing to demonstrate enthusiasm.
13. Inquiring about benefits too soon.
14. Talking about salary requirements too soon.
15. Being unable to explain how your strengths and abilities apply to the job in question.
16. Failing to make a strong case for why you are the best person for this job.
17. Forgetting to bring a copy of your resume and/or portfolio.
18. Failing to remember what you wrote on your own resume.
19. Asking no questions at all.
20. Re-scheduling or forgetting about the meeting. Commit to the time you agreed upon!
21. Failing to listen carefully to what the interviewer is saying.
22. Talking more than half the time.
23. Interrupting your interviewer.
24. Neglecting to match the communication style of your interviewer.
26. Yawning.
25. Slouching.
27. Bringing along a friend, kids, or your mother.
28. Chewing gum, tobacco, your pen, your hair.
29. Laughing, giggling, whistling, humming, lip-smacking.
30. Saying "you know," "like," "I guess," and "um."

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31. Name-dropping or bragging.
32. Asking to use the bathroom.
33. Being falsely or exaggeratedly modest.
34. Shaking hands too weakly, or too firmly.
35. Failing to make eye contact (or making continuous eye contact).
36. Taking a seat before your interviewer does.
37. Becoming angry or defensive.
38. Complaining that you were kept waiting.
39. Complaining about anything!
40. Speaking rudely to the receptionist.
41. Letting your nervousness show.
42. Over-explaining why you lost your last job.
43. Being too familiar and jokey.
44. Sounding desperate.
45. Checking the time.
46. Oversharing personal information or confidential information from a past employer.
47. Sounding rehearsed.
48. Leaving your cell phone on.
49. Failing to ask for a business card to follow up with interviewer.
50. Failing to follow up after the interview

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<u>**What If…:**</u>

1. **What if I'm running late…**
    - While you should always leave early and plan ahead with plenty of time to spare in case of traffic or wrong turns, running late can happen to the best of us. Be sure to put the receptionist's or office's number of the person you are meeting in your phone the night before. Call as soon as you know you may be late, apologize, and confirm you know their time is valuable. While it doesn't set a good tone for first impressions, if you can impress in the interview and reassure them it is not normal behavior for you, it's possible to turn it around! Being honest and proactive in this situation is key. Employers know the stresses of interviewing and driving to new areas, but some are more forgiving than others.

2. **What if I'm super early…**
    - Kudos to you! This should ALWAYS be the case. However, you shouldn't go to actually check into an interview or appointment more than 15 minutes early. You can sit in your car, brush up on company research to have fresh in your mind, or grab a water/mints nearby. Take the time to make sure you have everything you need from a pen, notebook, portfolio, resume copies, phone on silent, etc.

3. **What if my car won't start or I don't have reliable transportation…**
    - Whether a flat tire, your car not starting or similar, you should ALWAYS call the moment you think you may be late, and try your best to still GET THERE. Make it your priority, whether that's hitching a ride there with the AAA truck/tow truck and Ubering home, or getting a few friend/family members to help you out! If you absolutely need to reschedule, or an emergency occurs, see below. This is usually seen as an excuse to employers, and reflects poorly on your ability to get to work, regardless of whether that is true or not.

4. **What if I have a family/personal emergency…**
    - If for whatever reason, you are not able to make the interview time scheduled that day, notify the employer or contact right away and be honest. Reschedule on the phone if you can that same day to assure the employer you are interested and it truly was an emergency. In the unfortunate instance that you are not able to let an employer know you

can't make it, be sure to call personally when you are able and follow up with an email of apology and times to reschedule.

5. What if I forgot about my interview…

- While this is an obviously avoidable issue, it could happen. Do not "ghost" the interviewer or employer because you are embarrassed! You have no idea who they know in the industry, or when you may work with them in the future. Own up to your mistake, let them know you had mistakenly thought it was the next week or otherwise, and reschedule immediately. Follow up with an email or call confirming your new appointment and that you will be there and look forward to it.

6. What if I really want the job and don't want to come across as desperate…

- Stay cool. Focus on the interview and enjoy the time with the interviewer/s. If you feel it's a mutual connection and you've done your research to match what the company wants and needs with your skills and attributes, use that momentum during questions for them. As you are able to ask questions towards the end, or to end the interview, let them know what a pleasure it has been, that you are excited about the opportunity to work with them, and clear any doubts that you can exceed expectations for the role. Let them know that you really want it! Good questions to confirm your strong interest in the role are "What are the next steps in the hiring process?", and, " What is your hiring timeframe?". Don't follow up every day after when you don't hear back right away. Once a week is enough, unless they've told you otherwise.

7. What if I feel uncomfortable or turned off in an interview…

- If you know early on that this company and job is not a match for you, that's OK. However, you still need to engage, be polite, and do your best. You never know when you may work with this company or person in the future, and you want to keep a solid reputation in the industry. If you are made to feel uncomfortable at all and feel the need to leave immediately, be professional and kindly let them know you don't believe it's a match and simply don't want to take up more of their time. Be sure to thank them and follow up with a "thank you" email or call, nonetheless! Take the high road.

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8. What if I forgot to grab business cards and information to follow up…

- You can always use Linkedin to follow, or contact the person by phone who originally scheduled your interview if it is a receptionist or similar. If for whatever reason, you cannot find an email, a handwritten letter dropped off/mailed will suffice, and so will a phone message. Any way you do it works, but don't drop the ball on this! There are employers who will not hire you no matter how good your interview was if you can't follow through!

9. What if they offer me the job right away, but I want time to decide…

- Show excitement in a professional manner. Let them know you're thrilled and would like 24-48 hours to soak in the offer and opportunity, and give your decision then. Be specific with what day or time you will give your decision by, and then give it earlier than your said deadline. This will make it seem as if it was an easy decision for you, even if it wasn't. Avoid saying you need to talk it over with a family member, and keep it simple and direct. While this is sometimes the case, especially if relocating, they want to hear that the decision is ultimately yours and that YOU want the job!

10. What if my cell phone goes off while interviewing…

- While this can be annoying, some companies are more tolerant than others with this. Don't ignore it if it's loud or ringing, and immediately put on silent or off. Apologize, try not to laugh or make a joke, and confirm their time is valuable and apologize for any interruptions. Let them be the first to make light of the situation, or move on and let it go.

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HOW TO PREPARE FOR A VIRTUAL INTERVIEW:

Organizations and employers use virtual interviews for various reasons. One reason could be to reach a large pool of candidates initially and weed out the weaker candidates to save time for a recruitment team. Another could be to test candidates initially on soft skills and the ability to follow directions or think on their feet. It's also possible the opportunity is not local, you're considering relocation, and it saves time and money for both parties to use virtual interviewing as a starting point. No matter the reason, below are general tips and resources for feeling confident and prepared for this type of interview.

DRESS THE PART- It's easy to assume that because it's a virtual interview, they can't see, nor does it matter whether you're wearing shorts, shoes, or a shirt. It's critically important to dress professionally from head to toe. Present yourself no differently than you would for an in-person interview. Not only does it bring a sense of confidence to you, but employers may see more than you think on their end of the screen, and they will certainly make assumptions based on how you present yourself. Additionally, in case your screen moves, or you have to stand up for whatever reason, you're ready to be seen.

BE PREPARED TECHNICALLY- Once you have the information on what program or link to use for the virtual interview, and other technical details from the employer, make sure it works! Download any programs or applications and test them before the interview with a friend or family member! Be sure you have solid internet connection in a controlled, quiet setting like your home. It's best to be alone, so that no distractions occur. Read over any directions or expectations several times to confirm understanding and preparation at least a day beforehand. Your computer should be fully charged and have a close powersource, as well as working sound and speakers. The last thing you want is to seem unprepared before they get the chance to know you better. Close all browsers you don't need and clear your desktop of anything you wouldn't want an employer to see. In the unlikeliness you have to share your screen to show work or an example, you want a clean computer screen to work with.

CONFIRM GOOD LIGHTING & CAMERA ANGLE- Make sure you are not in back of a window or bright area that makes you look like a silhouette. You should have sufficient light that allows the other person/s to see you clearly. Prop your laptop on a few books so you are eye level as if in front of them and angle your camera straight towards you.

GUIDE TO INTERVIEW PREPARATION

Tilting the camera up, especially if you're tall, can look unflattering and awkward. It is wise to practice setup the day before at the same time you are scheduled to interview so you can prepare with the natural light. Good lighting and the angle are keys to a winning virtual interview.

POSITION YOURSELF FOR SUCCESS- You won't have the luxury of a genuine face-to-face experience, so your body language matters. Sit up straight, make sure to look into the camera lense on your computer/device or at them, not yourself. Avoid laughing at the awkwardness, typing/using your computer during the session, or slouching. Your confidence or lack of confidence will show easily, so practice your body language and record yourself if you must. Remember to smile often and let your true personality shine!

Virtual Interview Questions of the Day/Resource for Practice:
https://www.livecareer.com/interview-videos

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