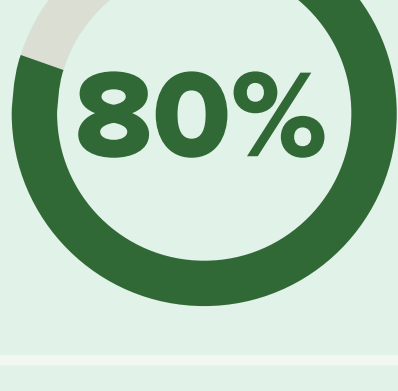




# HOW TO NAIL YOUR VIRTUAL INTERVIEW

In the age of COVID-19, virtual interviews have become the new normal. The following tips can help you impress hiring managers from the comfort of your living room.



80% of employers have adopted virtual interviews.

Video interviews help shorten the interview process by



10-14 DAYS

## CHECK YOUR TECH

Before your interview, verify the video platform you'll be using (e.g., Zoom, Skype, Google Meet, etc.). Download it, test it, and get familiar with the basic functions so you can operate it like a pro.

zoom

skype

Meet

### FIXES FOR COMMON TECH ISSUES



**Grainy visuals:** wipe your webcam with a clean cloth.



**Muffled or poor-quality audio:** stick with your device's mic instead of using extra equipment.



**Spotty internet connection:** try using a cable instead of Wi-Fi.

## CREATE YOUR CONFERENCE ROOM

That means you need a quiet area where you can work undisturbed for up to an hour.

Keep these things in mind when designing your interview space:

Most interviews last



**Peace and quiet:** Keep your children and four-legged friends in another room and close your windows to block out street noise.

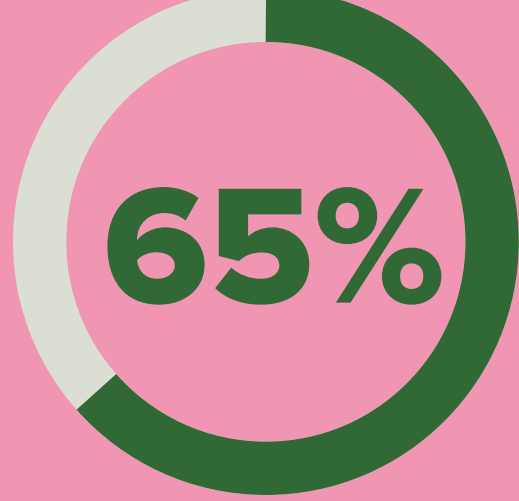


**Lights, camera, action:** Make sure your space has enough light, but not too much. Avoid windows and bright lights – they overpower the camera and wash out your face.



**The perfect background:** Choose a space that's clear of clutter, use a default virtual background, or hire a Fiverr graphic designer to create a custom Zoom background.

## MAKE A GREAT FIRST IMPRESSION



65% of people believe the impression you make online is just as important as the one you make in person. So, virtual interviews require just as much prep as in-person interviews.



**Do your homework:** Research the company and interviewer, practice common interview questions, and review the materials you submitted with your application.



**Dress the part:** Wear professional attire and stick with neutral colors and understated jewelry that isn't distracting on-camera. Dressing the part affects how you act on the call and gives you extra confidence.



**Show up early:** Join the call 10 minutes early so you're ready to go.



**Body language:** Adjust the camera so your face is in the middle of the frame. Smile and make initial eye contact – this is your “virtual handshake”. Also, maintain good posture throughout.



**Take notes:** Use a pen and pad instead of typing, so it doesn't seem like you're multitasking.

## BE YOURSELF

There's less time for small talk during video interviews. But there are some easy ways to show your personality.



**Make a connection:** Check the interviewer's LinkedIn page for background info or mutual connections and use this to spark conversation in the first few minutes of the call.



**Command the “room”:** Speak clearly and steadily, to make sure the mic picks up your voice and to account for any delays in the feed.



**Relax:** Take a deep breath, smile, and be genuine and personable.

## FOLLOW UP

After your interview, there are a couple more things to remember:



**Be patient:** Given these uncertain times, it may take a little longer for your interviewer to get back to you.



**Say ‘thank you’:** Keep the lines of communication open with a simple email thanking the interviewer for their time.