Tips and Tricks for Interviewing Virtually

Because of the ongoing COVID-19 pandemic, recruiters and hiring managers are increasingly leaning on virtual interviews to screen candidates. While interviewing virtually can be both intimidating and liberating, we have created some quick tips and tricks to help you ace the interview and get the job!

Tip #1: Test your setup ahead of time

Before the date of the interview or informational meeting, check whether your device is compatible with the video conferencing software that the recruiter or hiring team will be using. You'll also want to be sure that the sound, internet connection, and any software updates are functioning normally beforehand. The last thing you want is to have technical issues on the day of the interview.

✅ **Trick:** Practice your physical setup before the interview to make sure that you have everything that you need close at hand but out of view.

Tip #2: Choose a professional, well-lit background

Determine where you'll conduct the interview ahead of time. Make sure that the background you choose is uncluttered and receives good lighting.

✅ **Trick:** Checking the lighting in your chosen location at the same time of day as your interview will allow you to see whether you'll need to choose a different spot or add additional lighting. Some programs also allow you to blur your background.

Tip #3: Eliminate distractions

Make sure that your surroundings are quiet before the call. Place (or schedule) your phone to be set on "Do Not Disturb" and warn those within your household that you will not be available during the time of your interview. Unexpected calls or visitors could distract from your first impression.

✅ **Trick:** Add the interview to your calendar along with a reminder to set your phone to "Do Not Disturb." Also, if you're sharing a space, be sure to add a "Do Not Disturb" sign on the door.

Tip #4: Pay attention to your body language

Remember to maintain eye contact throughout your interview. While it can be difficult to convey your personality through a screen, try to look and act as natural as you would in person. Remember, your application was impressive enough to warrant an interview; this is your time to shine!

✅ **Trick:** Angles are everything! No one looks good facing down a camera, so play around with the angle of your device to make sure that you look your best. You can use a monitor stand or a stack of books to ensure that you're looking straight into the camera.

Tip #5: Dress appropriately

This is the time to dress for the job that you want. Dressing professionally will help you to get in the right mindset for the interview and to project the right level of confidence for the position. While experts say to avoid bright colors, dark colors, or busy prints, it's best to avoid prints or colors that will cause you to disappear into your background. Stick to light colors (blue, gray, or white) for the safest choice.

✅ **Trick:** Wear something that you feel comfortable and confident in that still displays professionalism. That way, you won't be fidgeting or worried that you're not exuding the right presence.

Tip #6: Prepare, prepare, prepare!

Make sure that you've done your research ahead of time about the position, the interviewer, and the company. Understanding the work that you'll be doing will help you to better prepare for any questions that the interviewer might have. Create notes that you can reference during the interview that will succinctly explain your experience.

✅ **Trick:** Use our "Good Questions to Ask During an Interview" or "How to Prepare for a Successful Interview" as part of your preparation.

Tip #7: Say thank you!

Remember to end the interview by thanking the interviewer(s) for their time and the opportunity to speak with them. Follow up with either a handwritten thank-you note or an email reiterating your thanks.

✅ **Trick:** The thank-you note is a great way to emphasize your enthusiasm for the position and explain why you're a great fit. You can also use the thank-you note to include any aspects of your experience that you weren't able to mention during the interview.

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