

Tips for a Successful Virtual Interview

Before Your Interview:

Be aware of your surroundings

- Keep it clean! Your background will be visible to the interviewer
- Minimize background noise
- Plain white walls can drown you out. Try to sit at a desk or table to provide a more professional feel
- Aim lighting towards your face. Coming from behind can make it a silhouette
- Consider booking the Career Center's interview room for a quiet and professional atmosphere

Be prepared!

- Have resume, cover letter, and other applicable documents ready in a folder
- Research the employer and be ready to answer questions you'd expect in a face-to-face [interview](#)
- Dress as if the interview was in-person. Avoid patterns and the color white, as they tend to be seen before your face
- Set up in a place with consistent internet connection

Test out the communication platform

- The interviewer should send you login instructions for whichever program they are using (Zoom, Skype, WebEx, etc.)
- Try opening the program before the day of your interview, see if there is any software you need to download
- If the image of yourself in the corner distracts you, change settings to remove it
- Log on about 5 minutes before the start of the interview in case of technical difficulties

Practice at least once

- Do a dry run with a friend. Dress and prepare as if it were the interview
- Check your background, appearance and lighting on screen, as well as the quality of sound when speaking
- Your interview may be live or recorded/asynchronous; practice either by scheduling a virtual mock interview through the Career Center and/or using [Big Interview](#) to practice recording yourself and talking into a camera

Prepare your computer

- Close all other applications to limit the risk of disruptions to the interview
- Keep your laptop plugged in and keep a cell phone (on silent) nearby just in case
- Use the fastest internet connection possible to avoid lags and disruptions
- Consider changing your desktop photo to something neutral in case you need to share your screen
- Have your resume, cover letter, and any other required supporting documents easily accessible in case they are requested during the interview

During Your Interview:

Be conscious of how you sit and respond

- Place the computer on a table in front of you. Don't sit too close and ensure your shoulders are in the image as well as your head. Angle yourself slightly. This will give a more conversational feel
- Propping the computer up slightly will avoid the appearance that you are looking down to respond.
- Speak slowly and carefully. Wait a few seconds to respond to account for lag time in the video feed. This will also give you time to collect your thoughts!

Make eye contact, use nonverbal communication

- Look at your interviewer when he/she is speaking, but look directly into your camera when responding.
- Do your best to keep your eyes from wandering around the screen
- Be sure to smile and keep a friendly look throughout

Be upfront with any issues or concerns

- Interviewers tend to be very understanding when using technology to interview, so let them know if any problems arise
- If you are having difficulty logging in, call or email them immediately.

Artificial Intelligence in the Interview Process:

Some organizations are starting to use AI in the interview process, similar to applicant tracking systems evaluating your resume and cover letter in the initial application process. Algorithms reviews your recorded answers and select the most qualified candidates for the hiring manager to review.

What to expect:

- You will record your answer for each question
- Sometimes you are able to practice and/or rerecord you answers, but not always
- Sometimes your response time is limited

How to prepare:

- AI programs are still looking for your nonverbal communication, so be aware of your eye contact, tone, smiling, etc.
- Practice succinct, detailed answers. Use the STAR method to craft practice answers with examples.
- Be sure to answer each question thoroughly. An algorithm may not be programmed to look at all of your answers as a whole. If you mentioned a skill or an experience in another answer, but it is important for the one you are currently on, talk about it again.

For more information, check out Big Interview's guide on [Preparing for Your AI Interview](#)