

VIRTUAL INTERVIEWING TIPS

Getting ready for a video interview or even recording yourself for a graduate school program can be daunting. Use this quick guide to get ready!

✕ BEFORE

- Test the software ahead of time & create a professional username
- Clarify the time zone
- Test your microphone & speakers prior to the interview (you may use headphones)
- Adjust the camera to show your head & chest
- Simple background or plain wall; quiet room
- Dress professionally & avoid bright colors
- Sign into the software 10-15 minutes early
- Do **NOT** use the camera as a mirror
- Close all other programs on your computer

✕ DURING

- Relax, stay positive, & remember to smile
- **ALWAYS** look at the camera & not the screen (virtual eye contact)
- Before looking off camera, inform the interviewer
- If technical difficulties occur... do **NOT** panic
- Limit hand gestures when talking. It may disrupt the camera feed
- If you don't understand/hear a question, ask for them to clarify/repeat it
- Use specific examples of how you demonstrate the skill
- Be honest & give complete answers

✕ AFTER

- Send a thank you letter as soon as possible, ideally right away!
- Reflect on the interview:
 - Identify questions that didn't go well & modify your responses
 - Identify any new questions you were asked
- Follow up with the employer as appropriate

✕ CONTACT US

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HOURS OF OPERATION

Monday - Friday
8:00am - 5:00pm

GENERAL SUPPORT

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