

# THE ART OF VIRTUAL INTERVIEWING

*Tips for successful online interviews during COVID*



*"Thorough preparation makes  
it's own luck"  
Joe Poyer*

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Virtual interviewing has become a way of life during the pandemic, and something that is probably here to stay. Time savings and ease of scheduling are just some of the benefits to online interviews, but they require special attention as well. There are some things you can't pick up on if you aren't in person, so you need to be extra attentive to facial expressions and audible nuances. With potential distractions at home this also gives the interviewer an opportunity to see how you react to unforeseen situations, something inevitable in the work world as well. As much as we tell our spouse/children/pets to stay quiet, there are stories aplenty of a doorbell ringing, dog barking or smoke alarm going off in the middle of interviews! How you handle these kinds of situations will tell the interviewer a lot about you; it's not just what you say.

*"By failing to prepare  
you are preparing  
to fail"*  
*Benjamin Franklin*



## VIRTUAL INTERVIEW CHECKLIST

- Check your location is well lit - it may seem fine in daylight but check what it will look like on camera.
- Verify your background is professional - no political or religious symbols, or piles of laundry!
- Dress the part - just because you are at home doesn't mean you shouldn't be presented professionally.
- Do your best to talk to the camera, not the screen.
- Wherever possible use your laptop instead of a phone and make sure it is fully charged.
- Don't talk about how awkward it is to do a virtual interview - this makes you sound inexperienced.
- Make sure you have the necessary software for the service you will be using and practice using it. You may be a pro at Zoom but haven't used Skype - it will be different.
- Have your camera at eye level or slightly above.