



VIRTUAL INTERVIEWS

1. Do a trial run a few days before the real interview, with a friend on the other end to give you feedback on how your clothes look on screen, if you are speaking loud enough,
2. Pay attention to your physical background and make sure clutter is out of the frame.
3. Pay attention to the lighting.
4. Keep other programs on your computer closed, especially if they might make noise during the call.
5. Position yourself correctly by sitting a bit farther back than normal so that your face and shoulders are framed in the shot. Place the computer higher than normal, so that it is capturing you face-on.
6. Use the highest-speed Internet connection available to you.
7. Remember to look into the camera, not at the picture. Looking at the picture makes you look down from the person doing the interview.
8. If you find the image of yourself distracting, cover it with a post it note or change the settings so it isn't there.
9. Plan for technological difficulties, but be sure to keep your computer plugged in and keep your phone nearby in case you need it.
10. Don't hesitate to tell your interviewer up front that this is your first time doing a video interview. This can help break the ice and also they may be more inclined to be understanding.

*Adapted from article in US News by Alison Green

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