



AT LEAST ONE DAY BEFORE THE INTERVIEW:

Test your technology.

- Find out which video software or program you'll be using and download it.
- Test the quality of your computer webcam.
- Check if your sound and microphone are working properly.
- Run a speed test on your computer with a site like [Speedtest.net](https://www.speedtest.net).

Set the scene.

- Pick an appropriate location. Go somewhere with good lighting.
- Make sure there's nothing (and no one) distracting in the background.
- Organize the space that will be visible on camera and clean up any clutter.
- Try to choose a solid color wall with minimal distractions for the interviewer(s).

Prepare your thoughts.

- Print out your resume. Consider highlighting areas for easy reference.
- Jot down notes on a piece of paper to help you keep things conversational.
- Research the company and note things that could be potential talking points.
- Review common interview questions and answers.
- Note 3-4 questions you want to ask the interviewer(s).

Practice, practice, practice.

- Rehearse answering interview questions with colleagues, family, or friends.
- Get comfortable navigating the video program you will be using.
- Practice muting yourself, turning your video on and off, and sharing your screen.





15-30 MINUTES BEFORE THE INTERVIEW:

Eliminate all distractions.

- Silence your phone. Better yet – turn it off.
- Find a quiet place. Turn off the TV, close doors, and put pets in another room.
- Exit out of all other windows on your computer.

Dress the part.

- Wear neat, wrinkle-free, professional attire.
- Avoid distracting colors and patterns.
- Make sure that your hair is combed and in place, and groom facial hair.

DURING THE INTERVIEW:

- Make eye contact. Look into the camera while you're speaking vs. at the interviewer(s).
- Pay attention to your body language – sit up straight and avoid crossing your arms.
- Refer to the interviewer(s) by name. Direct questions to specific interviewer(s).
- Smile! Be yourself, and try to show a little bit of your personality.

AFTER THE INTERVIEW:

- Follow up. Send a thank you email within 24 hours to each interviewer.
- Note areas for improvement and practice them before your next virtual interview.

