

Tips for Virtual Interviewing



career services
at Saint Paul College

Virtual interviews have been going on for some time, but they are quickly becoming the “norm”. So here are 6 tips to make your best impression.

1. Set up

- Choose an interview space that has a neutral background
- Take some time to test your mic and speakers. You don't have to be a technology expert, but you do need to be familiar with basic functions.
- Raise your camera to eye level or slightly higher
- Check the lighting. Experiment to avoid shadows on your face or harsh lighting – they make you look tired, aged or washed out
- Choose a background that displays the image you want to portray. If you're interviewing for a job that requires organization, be sure the set is free of clutter.

2. Practice

- Consider standing up for the interview – your posture affects your poise and the quality of your voice
- Make eye contact with the camera (don't look at your screen)
- Record yourself to get used to the sound of your voice, your eye contact and the technology

3. Have your tools in place

- Your resume
- The job posting and company research notes
- Pen & paper for not taking
- Questions to ask
- A glass of water

4. Dress professionally

- Dress like you would for an in-person interview
- Wear make-up. Consider using a translucent powder to minimize glare (men too)

5. Minimize distractions

- Keep environment distractions to a minimum. Let your family know that what you're doing is important. Arrange for child and pet care if necessary.

6. Say thank you

Send an email the same day to thank the interviewer for their time and reiterate your interest in the job