

HOW TO ACE THE VIRTUAL INTERVIEW

BEFORE

PREPARE

- Research and plan ahead
- Brainstorm a list of skills
- Pre-write answers to potential questions

TEST YOUR TECH

- Become familiar with the platform
- Test your audio/video function

LOOK THE PART

- Dress professionally
- Choose a spot with good lighting and a clean background
- Set camera at eye level
- Rid yourself of distractions
- Professional online identity (username/email)

DURING

BE ON TIME

- Log in 5-10 minutes before the start time

SHOW CONFIDENCE

- Use confident facial/body language
- Smile and look at the camera
- Do not use distracting gestures
- Enunciate and talk slowly

USE NOTES

- Have your notes available and place them by your camera
- Take notes during the interview

AFTER

FOLLOW UP – 24 HRS

- End the call completely and log out
- Send a "thank you" note

1-WEEK

- Follow up 5-7 days after interview via email until you have an answer
- Re-state why you are interested in the role and how you can help them achieve success

2-WEEKS

- Follow up again. You can use the phrase "pardon my persistence" at the beginning of the letter
- Share an article or news item that would be of interest to the employer
- Follow up each week until you hear an answer