

# VIRTUAL INTERVIEW TIPS FOR CANDIDATES

Interviewing can be potentially stressful for the interviewer and the candidate. While video interviewing is not new, it is new and unfamiliar territory for many people. To help you ace the interview with a potential employer we pulled together six tips to consider before the big day.

**BE INFORMED** Connect with your interviewer a couple days before the scheduled interview. Make sure you understand their expectations and have an opportunity to clarify any needs before the interview.

**COME PREPARED** Familiarize yourself with the company (website, watch videos), and make a list of questions to ask the interviewer.

**AVOID DISTRACTIONS** If you know a package may be delivered, put a sign on your front door that says, “do not ring the doorbell - in meeting.” For those that have children, a spouse or pets, find a quiet area of your home to take the interview. Turn your phone over and put on silent so you are not distracted.

**CAMERA BACKGROUND** Don't let your background on camera distract from you. Avoid windows, busy or inappropriate graphics, pictures, and not in a high-traffic area in your home.

**ARRIVE EARLY** Log on in advance of the interview to ensure the technology works - we recommend to be on video at least 5 minutes prior to interview.

**BRING “YOU”** Present yourself appropriately for the position you are interviewing for. Be concise in your responses, and don't be afraid to ask the interviewer to repeat a question.



## TROUBLE SHOOTING

**Be prepared for glitches.**  
For example if the audio is poor, don't hesitate to tell the person you are interviewing with that you will call back in.

**If the video does not work.**  
Have a plan B and if that doesn't work, proceed with audio only (*it is not a negative*).



## ON CAMERA

**Don't be nervous.**  
Easier said than done, right?! It's new for both parties, but try to be at ease.

**SMILE!**  
Show your personality and smile throughout the interview.