

# MALONE CENTER FOR CAREER ENGAGEMENT

## VIRTUAL INTERVIEW PREPARATION GUIDE

### INTERVIEWING VIRTUALLY

Just like most aspects of professional life, technology is being deployed to make the hiring process more efficient, and cost effective. This trend has resulted in companies relying on artificial intelligence to screen applicants' career documents and evaluate initial interviews to help narrow the field of candidates for openings. But how do you compete when a machine is the judge or referee? Admittedly, these systems are nowhere near perfect, but there are ways to increase your odds. Below are several tips to help you be more successful in a virtual interview.

### PICTURE AND SOUND

- Make sure that you have a computer or tablet that can successfully run the software used by the company (a phone can work but isn't recommended)
- Check that your internet connection is stable
- Consider placing a light in front of you so that you are clearly visible through the webcam.
- Mute your email notifications and any other desktop notifications, also ensure your phone is on silent
- Position your computer at face level and don't look at the screen. Instead, try to look at the light that turns on with the camera, to encourage you to look straight ahead and make eye contact
- Show you're actively listening by nodding as the interviewer speaks

### ENVIRONMENT

- Choose a quiet place where you can be assured some level of privacy (think a room with a lockable door and/or a "do not disturb sign")
- Be sure to prevent roommates, pets, and ambient noise from interrupting your recording or conversation
- Consider what an interviewer will see in your background. The background could be a way to show a little about who you are but shouldn't be distracting or professionally questionable. If you're in doubt, consider a neutral background as a safe alternative.

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### HAVING “THE LOOK”

- Realize this is a formal, professional interview regardless of whether you are speaking with someone or you will be prompted to record your answers for someone to review later, dress the part
- Choose an outfit that is professionally appropriate for your field, avoid wearing a professional top with pajama pants. Dressing the part allows you to mentally prepare yourself for the interview
- When choosing the outfit, test it first with your webcam. If you're wearing something bright it could affect how the camera adjusts to any lighting. (For example, google “weather broadcaster wearing green”)

### PREPARATION

- Typically, these interviews come with a fair bit of warning, you should prepare!
- Be sure to take notes. Don't read off of papers on your desk the whole time, but have as many notes as you want. Take advantage of that opportunity.
- Practice, Practice, Practice! Use the tools provided by the Malone Center like virtual interview practice through Zoom or Big Interview. Or use a free software like Skype to test out your equipment with a friend.

### VIRTUAL INTERVIEWING CHECKLIST:

- I have met with the Malone Center and/or utilized BigInterview to prepare
- I have prepared for the interview questions I will likely encounter
- I am dressed professionally
- The outfit I've chosen doesn't make me difficult to see on camera
- Note-taking material is readily available
- I have worked to minimize distractions and interruptions during the interview/recording
- My internet connection can handle a video call without major lags or glitches
- The software works with my equipment (computer, microphone, camera, etc.)
- My camera is at eye-level
- The lighting clearly shows my face in the video
- The background of my video is neutral or professionally acceptable
- All my notifications on my computer and my phone are muted