Preparing for your Virtual Interview

There’s no doubt about it, securing a job is a competitive process. As you prepare for your video interview, here are few reminders to help you master the digital handshake.

1. Keep your username simple and professional. Your name is a good place to start.

2. Make sure to connect with the recruiter or hiring manager in advance of the interview. Get phone numbers, email addresses and usernames ahead of time so you’ll be prepared in case anything goes wrong.

3. Take the time to make a test call with a friend so you feel more comfortable in front of the camera during the interview. Ask them how you look and sound. It’s worth the extra effort.

4. Dress professionally from your shirt to your shoes. It’s best to treat a video interview as a face-to-face meeting. Wear the same outfit or suit you would normally wear for any job interview.

5. Find a quiet, private place free from interruptions. This is essential because unwanted noises can distract you and the interviewer.

6. Check your background. Make sure there is nothing behind you that would be distracting, inappropriate or cause harsh lighting, such as a lamp or window. Having a clean, simple backdrop not only looks professional, it makes sure that the interviewer focuses only on you.

7. Sign on early and make sure everything is working correctly, including your Wi-Fi connection. Also, shut off your phone and any notifications on your computer. Stay focused on the interview.

8. Remember to look directly at the web-cam rather than the screen. Although it might feel awkward at first, maintaining eye contact with the camera will make you seem more personable and connected.

   Pro tip: heighten the monitor or place your laptop on a stack of books to create a more natural line of vision.

9. Speak slowly and clearly. This is especially important if there is a delay in the internet connection.

10. Handle technical glitches calmly. Showing grace under pressure is a skill all employers will value, so make sure you’re ready for anything.

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