Test Your Technology & Set up Interview Area

- Test internet, microphone and camera capabilities and acquire any additional hardware needed
- Find an area with optimal lighting, preferably near a window or a blank wall
- Try to light up the room in front of you instead of behind you-this will help you become a focal point instead of shadows
- Minimize distractions in interview area, consider your backdrop
- Troubleshoot for loud noises (garbage trucks, sirens, etc.) Put a “do not ring” sign by the doorbell, turn off cell phone alerts, etc.

Before interview begins: ask interviewer if there is a phone number you can reach the at should the technology become interrupted.
Be Prepared

Prepare for the interview as you would a face-to-face interview.

- Research the company
- Prepare for the most commonly asked interview questions: [https://www.monster.com/career-advice/article/top-10-interview-questions_prep](https://www.monster.com/career-advice/article/top-10-interview-questions_prep)
- Print your resume and an outline for key talking points. Be sure to include several questions for the interviewer
- Participate in a mock interview for practice. Consider recording the mock interview to review and make adjustments
- Create an appointment with Career Services for a mock interview. Click here: [https://myjudson.judsonu.edu/ICS/Student_Success_Center/Online_Career_Services/WELCOME_TO_CAREERS_GPS.jnz?portlet=Contained_Form_2020-03-23T09-17-24-314r](https://myjudson.judsonu.edu/ICS/Student_Success_Center/Online_Career_Services/WELCOME_TO_CAREERS_GPS.jnz?portlet=Contained_Form_2020-03-23T09-17-24-314r)
Dress Professionally

- Wear what you would wear to a professional job interview
- Research the company culture so that you know what is appropriate
- Ensure that your attire is wrinkle free and looks clean and new
Monitor Body Language, Posture & Voice

- Sit up straight, smile, and keep the camera at eye level.
- Speak slowly and clearly.
- Employers are more likely to remember what you say if you maintain eye contact. Direct your gaze at the webcam. Consider moving the employers' screen to directly beneath your webcam.
- Avoid tapping your feet, clenching your jaw, chewing gum or doing anything else that might distract from your answers or make you look nervous or tense.
Make Connections

- Remember to connect your story to the job, culture, and interviewer.
- Be authentic and genuine.
- While it might seem “off task”, it is okay for you to use storytelling or find commonalities with your interviewers in order to make yourself more relatable and memorable.
- Do not be afraid to ask questions. It’s okay to ask for clarification.
Follow up

Follow up with an e-mail the day or next day.

Example taken from:
https://www.indeed.com/career-advice/interviewing/follow-up-email-examples-after-interview
