

How to Ace a Virtual Interview

Judson Career Services, 2020



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>
- 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_CA_REERS_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>

Follow-Up Email Format

- 1** Subject line
- 2** Open your first paragraph with a thank you
- 3** Talk about your interests, goals and experience
- 4** Set yourself apart from other candidates
- 5** End with your signature and contact information

Subject line: Thank you for your time

Dear Ms. Owekwe,

Thank you for taking the time to speak with me about the Marketing Coordinator role. It was great to meet with you and learn more about the position.

I'm very excited about the opportunity to join Horizon Marketing and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I'm enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table.

After our conversation, I'm confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of Horizon. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

Thanks again,
Jerry Mendelson
555-555-5555
jerrym@email.com

Bortz, D. (n.d.). Essential tips to prepare for a video job interview. Retrieved from <https://www.monster.com/career-advice/article/prepare-for-a-video-interview>

Career Guide. (2020, March 19). Video Interview Guide: Tips for a Successful Interview. Retrieved from <https://www.indeed.com/career-advice/interviewing/video-interview-guide>

Landry, L. (2018, October 3). 9 Tips for Mastering Your Next Virtual Interview | HBS Online. Retrieved from <https://online.hbs.edu/blog/post/virtual-interview-tips>