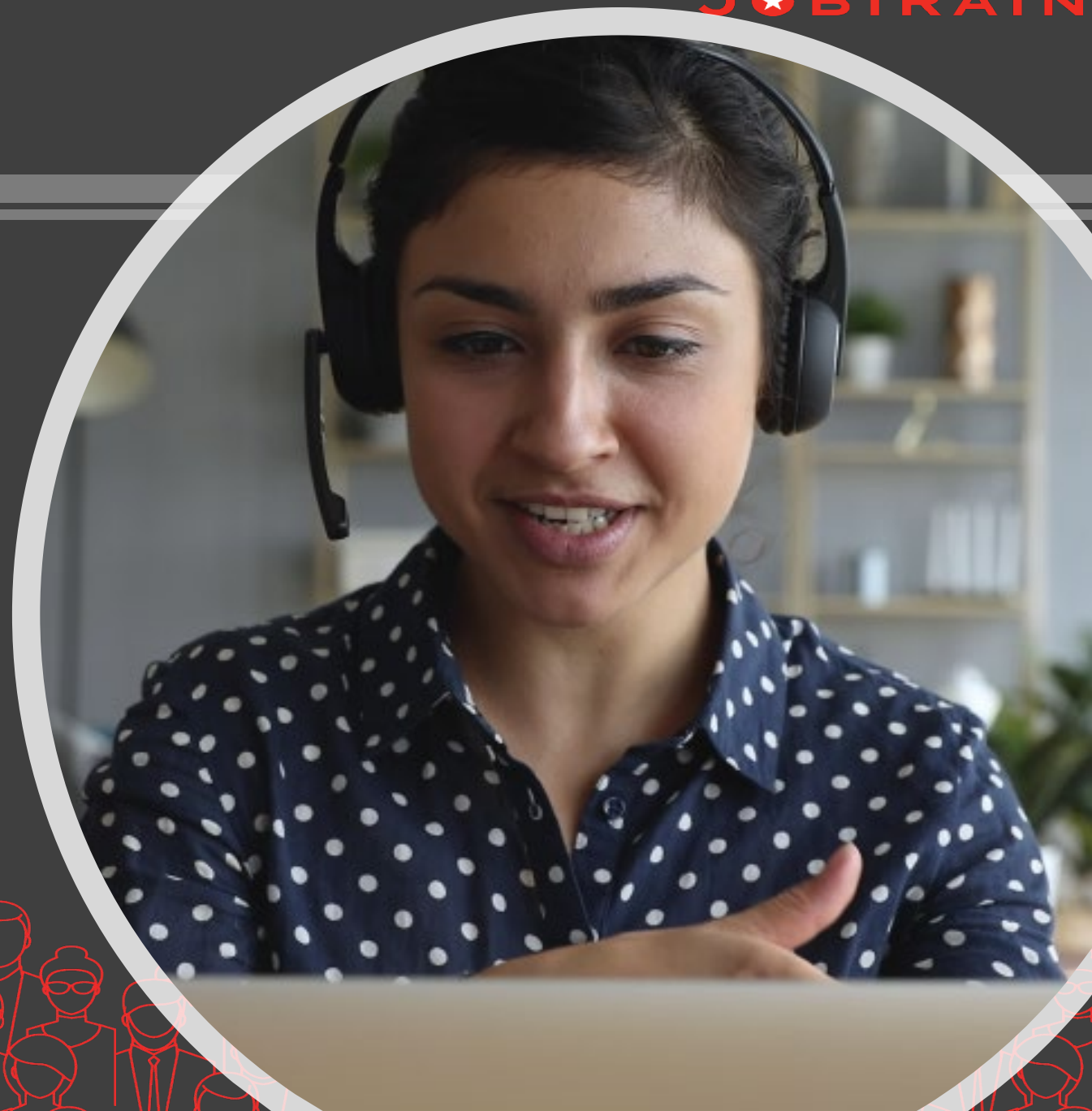


Virtual Interview Etiquette



Virtual Interview Etiquette

- Virtual interviews can be nerve racking and stressful. In this workshop I will share some tips that can help you come across polished and confident making you the perfect candidate.



Use a laptop or computer

- Although Zoom has a mobile app, it's better to use it on a desktop computer or laptop. Having your computer on a table creates a more stationary view of yourself while holding your phone in your hand could cause camera shake, which could be a distraction. Your computer camera also gives the interviewer a better view of yourself and tends to come in clearer.



Update your computer

- Get the newest edition of Zoom prior to your meeting. Likewise, also do a full system update on your computer well in advance. If you were to accidentally click on the install update notification during your interview, this could cause your computer to restart mid-interview. By doing these updates a few hours before the interview, you can ensure your device is at its best.



Charge your laptop

- If your interview space doesn't have an outlet, make sure to fully charge your laptop before your interview. Ideally, you should choose a spot where you can leave your laptop plugged in during the entirety of your interview. This way, your device can last throughout a lengthy conversation.



Have good internet connection

- Prior to your Zoom interview, make sure you have a strong internet connection. Test out your connection where you plan to sit during your interview. If you can stream video or Zoom with other people, then you are likely to have a solid connection during your interview.



Have good internet connection

- Ideally, have a wired Ethernet connection from your computer to your router instead of using Wi-Fi.
- If you use Wi-Fi, sit in a place where your Wi-Fi connection is strong.
- Minimize other activity (ask housemates not to stream videos as the same time that you're online interviewing).



Pick a quiet space

- Choose an area that is quiet and free of distractions. This way your interviewer can direct their full attention to what you have to say. A room where you can shut the door is an ideal space to interview. Limit other noises by closing windows and turning off your music or the television.



Find a brightly lit room

- Your interviewer needs to be able to see your body language and facial expressions during your Zoom interview.
- Choose a room with good lighting, so they can easily see you. Setting your interview space facing a window that lets in a lot of natural lighting is a great way to make yourself more visible.
- Setting up with a window behind you can cast shadows on your face and make you appear to look like a silhouette. Work on the lighting prior to the interview.

For best Lighting

- The lighter, the better. Computer webcams are generally not very light sensitive, so they perform better with plenty of light.
- Avoid sitting where there is very little light on your face. Try to face the lightest part of the room, so that the light falls on your face. A bright window behind you can make your face very shadow.



For best Lighting

- Put a diffuse light in front of you that is directed at your face – a lamp with a shade for example. A curtained window works too if it's in front. If you only have a light from above your head, it may put your face in shadow. Too much bright, direct light on your face will cause a “hot spot” of brightness, especially if the rest of your room is dark. Your webcam will do the best exposure if there is not too much difference between the light and dark parts of the image.



Choose a professional background

- When setting up your computer, choose an area that is tidy and free of clutter. Make sure your background is sparse rather than busy and only has professional-looking items in the background.
- Setting up in front of a blank wall or a few tasteful decorations shows that you are organized and pay attention to detail.

For best Audio

- Use a headset or earbuds with a mic, if possible. A microphone that is close to your mouth will sound better than the built-in mic in your laptop.
- If you only have earbuds(with no microphones), please use them. This will help reduce the chance of echoes coming into the audio from other attendees.
- Mute your microphone when not speaking – especially if you are not using a headset or earbud-microphone. This will minimize echoes from all participants.

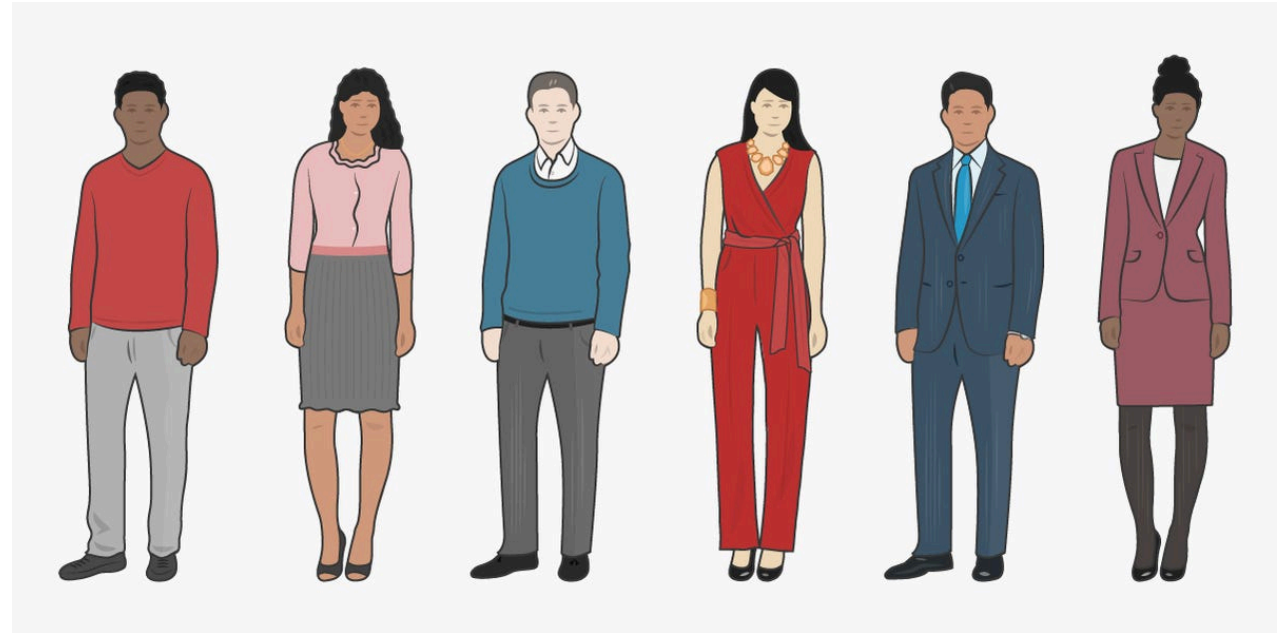


Communicate with your household

- If you live with other people, let them know when and where you are interviewing. Right before your interview starts, remind them to give you space and keep a quiet volume until you are done. It is best that those you live with remain in a separate room than you, so you can stay focused.

Dress from head to toe...

- Dress exactly how you would during an in-person interview. This means you should wear your nicest business attire. Things like dress pants, blazers, formal shirts, formal dresses and modest skirts can all be great options. And by all means wear dress shoes. Even if the interviewer cannot see your legs, still wear nice shoes to feel fully prepared and professional.
- Single colored shirts and tops are better than a busy pattern. Avoid white shirts. Choose a color that makes you stand out against your background.



Silence your phone

- Before your Zoom interview, silence your phone and put it away. This way, you can focus on the interview rather than a text message or phone call.
- It may be a good idea to put your phone away awhile before your interview, so you can clear your mind and focus on preparing before you start.



Turn off notifications

- Along with turning off your phone, you should also turn off any notifications on your computer. Close out of any social media websites or anything else that could become a distraction. Set the Zoom meeting to full screen so that your interviewer is the only thing you can see.



Maintain your focus

- While your interviewer is speaking, keep your focus on the screen. Like you would in an in-person interview, show them that you are paying attention to what they have to say through active listening. You can do this by affirming what they say, nodding as they speak and asking questions based on what they say. Occasionally, asking for clarity on a question is good way to show that you're paying attention.



Use the mute button

- Zoom has a feature where you can mute your audio. This is a great feature to use while your interviewer is speaking for long periods. While using the mute button, they cannot hear anything on your end. This is useful when there are loud sounds in your household such as dogs barking or children playing. Keeping yourself on mute as they speak can help your interviewer feel more focused on what they want to tell you. Just don't forget to unmute yourself before you begin to speak!



Look into the camera while speaking

- During an in-person interview, maintaining eye contact with your interviewer is a sign of confidence and respect.
- Video chat makes this a bit challenging, because if you were to look them in the eye on your screen, it may not look like that on their end. Instead, look into the camera as you are speaking. This creates the illusion that you are looking at them rather than yourself or the screen.



Do's

1

Maintain eye contact

2

Sound energetic

3

Be brief, precise and to the point when answering questions

4

Have your e-mail account open on your computer

5

Have the job description in front of you

6

Send thank you email

7

Follow-up



Job Search – Post COVID -19

Don'ts

Don't get too comfortable – don't slouch

Don't eat, drink, or chew gum while interviewing

Don't fidget – Don't move around

Don't try to be funny (especially with COVID-19 humor)

Virtual Interview Summary



APPROACH AS ANY OTHER INTERVIEW – TAKE SERIOUSLY



DRESS FOR SUCCESS



BE PREPARED TO PROVIDE ELECTRONIC VERSIONS OF YOUR RESUME, CERTIFICATES, AND OTHER IMPORTANT DOCUMENTS



ELIMINATE DISTRACTIONS



CREATE A CLEAN, ORGANIZED WORK AREA TO SET-UP FOR INTERVIEW



FACTOR IN CAMERA FRAMING, LIGHTING, BACKGROUND, AND PROXIMITY TO DISTRACTIONS.

