

Guide to a Virtual Interviews

What it is a Virtual Interview?

A virtual interview is conducted through online platforms that offers efficiency for both employers and candidates. This should be treated like an in-person interview. Do your research, dress professionally, and be prepared.

Candidates can:

- Complete interviews on their own time, anytime (but keep in mind deadlines provided by company).

Employers can:

- Extend interviewing opportunities beyond their physical locations.
- Set standardized interview deadlines.
- Review interviews on their own time and share recordings with other members of their recruiting team.

How it Works

- The recruiter will send you a link via email and you will typically have up to a week to complete the interview. **Be mindful of their deadline and be sure to read the email in full.** If you have any questions, don't hesitate to ask for clarification.
- Typically, you will have the chance to upload your resume and practice using the software. You may be able to watch videos on how to complete a successful virtual interview.
 - **Big Interview** - a free resource found on the SPDC's website - is a great tool to practice the virtual interview

How to be Successful

- You will need a computer, internet connection, webcam, and **Flash Player**. Check to ensure technology is working appropriately well before the interview- don't wait until last minute.
- Practice common interview questions (available on the Resource Wall or on the Porter Center website). Consider practicing with a career advisor, as they may be able to provide additional feedback.
- Check out the platform's website as they may have videos for you to watch

Added Benefits

- Companies recognize that your schedule may not fit into the 9-5 workday; virtual interviewing allows for more flexibility.
- You *may* be allowed time to prepare responses to question prompts before going "live" (typically 30 seconds).
- You may have the opportunity to complete practice questions (not recorded) to become comfortable with the technology before the real interview begins.
- It provides flexibility for the interviewer and the interviewee; most companies allow candidates to complete the interview within 1 week after sending out the interview link.
- It ensures consistency between candidates.

Potential Challenges

- There will be a lack of human interaction with these platforms. You will be reading or listening to a prompt and then responding. There will be no back-and-forth discussion nor will you have employer body language to read.
- Use a laptop or desktop computer with a working camera and microphone. Do not use a smartphone because the recording will be shaky
- Ensure you are making "eye contact." Do not look at the screen while recording. Look straight into the camera to create the illusion that you are talking directly to the interviewer. This takes practice!

Preparing for a Virtual Interview

- **Read over preparation materials sent by the recruiter** and look online to find additional information. Information may be able to provide helpful tips and tricks in how to be successful with their virtual interview. Keep in mind that every company may use virtual interviewing a bit differently.
- **Familiarize yourself with the technology.** Use BigInterview (found on the SPDC website) to get comfortable with a similar technology. Practicing out loud and in front of a camera will allow you to become more familiar with how to perform well. You can also send practice videos to career advisors for feedback!
- **Prepare as you would for an in-person interview.**
 - Research the company and the position you are interviewing for
 - Practice common interview questions
 - Be sure you can answer the questions "why you" and "why them"
- **Ensure your space is set up for success.**
 - Experiment with different locations and lighting to guarantee the video's picture and sound are appropriate. Ensure you have good internet connection, do not have a window in the background, and you are in a clutter-free and quiet space for the time of the interview. It is recommended to sit in front of a plain, flat colored wall.
 - The Porter Center has rooms available for interview purposes. Some rooms even have webcam capabilities if you do not have one.
- **Dress as you would for an in-person interview** and treat it like an in-person interview.
- Speak slowly and clearly and try not to let the "countdown" pressure you.
- **Keep body language positive;** show energy and be enthusiastic about the interview.
- **Have your resume and other interview materials neatly in front of you;** have a piece of paper, pen and a cup of water
 - Pro tip: tape your resume to the wall in front of you so you don't have to look down to look at it.
- **Smile!** Be yourself and enjoy the efficiency and flexibility of a virtual interview!
- Talk with a career advisor about your experience and how you can improve for the next one.