

VIRTUAL INTERVIEWING TIPS



Before the Interview

1. Test your technology - your Internet connection, your camera, and your microphone.
2. Research the company, write questions to ask the employer, and print out your resume to have it in front of you during the interview.
3. Practice your answering techniques, focusing on examples and stories on your own, and schedule a practice Skype or Zoom interview with a UCC career coach before the actual interview date. Request an appointment through HireJayhawks.com or by calling 785-864-3624. Or, utilize the mock interview tool on HireJayhawks.com
4. Set up your computer so that the camera is as close to eye-level as possible. Try to be near a window, brighten your computer screen, or turn on a lamp, so that your face is well-lit. Make sure the room is quiet and your background is not distracting - position yourself in front of a blank wall (preferred), a bookcase, or a neutral picture.
5. Minimize distractions - put phone on silent, move the pets to a different room, and let your family or roommates know the time of your interview.
6. Dress as you would for an in-person interview.

During the Interview

1. Be aware of your body language. Communicate your enthusiasm through intonation and expressions.
2. Deliver thoughtful relevant responses that emphasize results.

During the Interview

1. Send a thoughtful thank you email within 24 hours of the interview to reiterate your skills and interest.