

# VIRTUAL INTERVIEWING



Whether your interview is in person, over the phone, or via a virtual platform, preparation is important! With many employers using virtual interviews, there are several aspects to consider when preparing. Ask yourself the following questions to see if you are virtual interview ready:

## WHO are you interviewing with?

- Research the company to learn their mission and needs
- Review the job description and highlight key skills you can demonstrate
- Tailor your answers to the company's language

## WHAT are you going to say?

- Utilize Big Interview to help you prepare: [bellarmine.biginterview.com](http://bellarmine.biginterview.com)
- Write your answers out the way you would like to say them, and practice them until you feel comfortable
- Prepare a few stories that you would like to tell (including at least one that involves an area of growth or a mistake you have made)
- Decide which questions you plan to ask the employer
- Nonverbal communication is important so dress professionally, sit up tall and practice active listening: smile, nod your head, and ask clarifying questions as needed
- If you have a digital portfolio, be prepared to share your screen
- Thank your interviewer(s) at the end and write a follow-up email to communicate your appreciation

## WHEN will the interview take place?

- Confirm the time zone for your scheduled interview and plan accordingly
- Notify family members or roommates of the time your interview will take place to avoid interruptions
- Complete a test run of the software to see how long it takes you to log in and be ready to go before your interview

## WHERE will you conduct the interview?

- Find a location that is clean and quiet with adequate lighting
- Remove all clutter and ensure that your background looks professional on camera
- Ensure that you have all materials you may need: computer, camera, microphone, speakers, your prepared questions and a notebook to write down key takeaways

## HOW will you complete the interview?

- Practice using the software on which the interview will take place beforehand
- Verify that your camera angle is eye-level and make "eye contact" with the camera during your interview
- Ensure that your microphone and speakers are working ahead of time; you may want to use headphones with a built-in microphone to minimize noise
- If you experience technical difficulties during the interview, inform the employer through a chat feature, text or phone call as soon as possible

**“Before anything else, preparation is the key to success.”**

**-ALEXANDER GRAHAM BELL**