

TechHire Virtual Interview Tips

The [Society for Human Resources Management](#) has found that the majority of companies are now conducting interviews online or participating in virtual career fairs. Virtual interviewing is most common for the first round of the hiring process to screen candidates. You will want to prepare as you typically do for an in-person interview, such as researching companies and job descriptions, but there are a number of other factors to consider while preparing for a virtual interview.

While we recommend that you also review some of the more detailed [presentations](#) and [articles](#) related to virtual interviewing, below are a few of the most important strategies to get you thinking about how you can best prepare for and help ensure success in a virtual interview.

Prepare

• Technical

- Use a computer rather than a phone. If you do not have a computer, many videoconferencing platforms are compatible with mobile devices which allows you to use your mobile phone or tablet. Another option would be to borrow a computer from a friend, family member or from your local job center or library.
- Regardless of your device of choice, always download the interviewing platform at least a day before and make sure it is operating correctly and that your video and audio are high-quality.
- Try a dry run with a friend or family member to make sure you are comfortable with launching and navigating the platform.
- Copy and paste the interview time, interview link, phone number, and interviewer name into your calendar.
- Check the time zone, set a reminder alarm for yourself, and charge your phone in case there is a technical issue and you need to call.
- Close all tabs that you will not be using on the computer to improve bandwidth and avoid technical issues, and connect your computer to a hard line rather than WIFI, if at all possible.

• Environmental

- Ensure you have a quiet private space for the interview (without possible disruptions from pets, children, roommates, etc.).



- Reduce sound interruptions by silencing music, televisions, and your cellular or landline phone.
 - If you cannot ensure a clean and tidy background, you may want to use a filtered background (professional and not distracting).
 - Close any windows to minimize noise disruptions from outside and to ensure that the light in the room is bright enough for you to be seen clearly on camera, but not so bright as to cause glare (preferably, light should be in front of you rather than directly behind you to avoid being backlit).
- **Personal**
 - Dress professionally in solid colors that won't cause visual distraction on camera.
 - Review the research notes you have made in the normal course of preparing for an in-person interview, as well as your resume, and have your questions written out and ready to ask your interviewer.
 - Practice for the interview, but do not memorize as you will want to be yourself.
 - Check the camera view on your computer and ensure you are framed nicely so as not to appear too close or too far from the camera. Ideally, the interviewer should be able to see your head and shoulders.



Interview

- **Arrive early**
 - Sit down at the computer fifteen minutes before interview to allow yourself time to get comfortable, adjust your computer or device settings if need be, and review your interviewing materials.
 - Prepare your space. Turn on your computer, check camera image, lighting and background, confirm all distractions have been removed, and make sure your resume, research notes, and questions are the only items on your desk with the computer.
 - If able, log in to the platform for your meeting a couple of minutes before your scheduled time and await the arrival of your interviewer.
- **Body Language and Rapport**
 - When joining the videoconference, smile, look your interviewer in the eye, and thank them for taking the time to meet with you. Confirm that they can see and hear you clearly.



- Act and speak as you normally would in an in-person interview. It's important to be yourself so that both you and the interviewer can gauge whether you might be a good fit for this particular position within the company.
 - Avoid multitasking, checking your phone, and eating, but do have a glass of water nearby since you will likely be speaking quite a bit.
 - Let the interviewer know you will be taking notes during the conversation so they do not interpret this as a distraction.
 - During the interview, write down important details, particularly if there are any questions you may want to address or ask later.
 - Avoid talking over your interviewer(s) by pausing for a moment after the interviewer is done speaking before asking or answering questions.
 - If the interview is unexpectedly interrupted, briefly apologize and request to put the meeting on mute and go off camera for a moment and quickly address the issue before returning to resume the interview. Be sure to restart your camera and unmute yourself.
- **Ask questions**
 - Prior to the interview, prepare any questions you might have and note which are of the highest priority. During the Q&A portion of the interview (usually at the end) ask only as many questions as there is time remaining, starting with your high-priority questions. Include any remaining questions in a follow-up email to your interviewer(s).



Follow Up

- **Compose an email**
 - Follow up a virtual interview just as you would an in-person interview. Mention that you enjoyed the conversation and would be interested in speaking with them again.
 - Email all members of the interview panel thanking them for their consideration and welcoming them to contact you with any further questions.
 - Take the opportunity to share any relevant, new information about yourself that you may not have been able to share during the interview and be sure to ask any remaining questions you might have. This email should be sent within 24 hours.
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