

Virtual Interviewing Checklist

At least one day before the interview:

- ❑ **Test your technology.**
 - Find out which video software or program you'll be using and download it.
 - Test the quality of your computer webcam.
 - Check if your sound and microphone are working properly.
 - Run a speed test on your computer with a site like [Speedtest.net](https://www.speedtest.net).
- ❑ **Set the scene.**
 - Pick an appropriate location. Go somewhere with good lighting.
 - Make sure there's nothing (and no one) distracting in the background.
 - Organize the space that will be visible on camera and clean up any clutter.
 - Try to choose a solid color wall with minimal distractions for the interviewer(s).
- ❑ **Prepare your thoughts.**
 - Print out your resume. Consider highlighting areas so it's easy to reference.
 - Jot down notes on a piece of paper to help you keep things conversational.
 - Research the company and note things that could be potential talking points.
 - Review common interview questions and answers.
 - Note 3-4 questions you want to ask the interviewer(s).
- ❑ **Practice, practice, practice.**
 - Rehearse answering interview questions with a colleagues, family, or friends.
 - Get comfortable navigating the video program you will be using.
 - Practice muting yourself, turning your video on and off, and sharing your screen.

15-30 minutes before the interview:

- ❑ **Eliminate all distractions.**
 - Silence your phone. Better yet – turn it off.
 - Find a quiet place. Turn off the TV, close doors, and put pets in another room.
 - Exit out of all other windows on your computer.
- ❑ **Dress the part.**
 - Wear neat, wrinkle-free, professional attire.
 - Avoid distracting colors and patterns.
 - Make sure that your hair is combed and in place, and groom facial hair.

During the interview:

- ❑ Make eye contact. Look into the camera while you're speaking vs. at the interviewer(s).
- ❑ Pay attention to your body language – sit up straight and avoid crossing your arms.
- ❑ Refer to the interviewer(s) by name. Direct questions to specific interviewer(s).
- ❑ Smile! Be yourself, and try to show a little bit of your personality.

After the interview:

- ❑ Follow up. Send an "thank-you" email within 24 hours to each interviewer.
- ❑ Note areas for improvement and practice them before your next virtual interview.