

Four Tips for Preparing for a Virtual Interview



Due to COVID-19, most interviews are being conducted virtually. While this video conferencing style interview is certainly different, it should be treated with the same level of professionalism as a traditional face-to-face interview. We're sharing our four top tips for preparing for a virtual interview.



• Test Your Equipment and Connection Before the Interview

The last thing you want to happen during a virtual interview is for your internet connection to be spotty, your webcam not working correctly, or not have audio. Avoid this stress by testing your equipment and connection before the interview. Most video conferencing applications, including Zoom, allow you to test your video and audio before jumping on a call. You can test this by creating a meeting and running the check.

You'll also want to make sure you're in an area where you have a strong internet connection. Since this more than likely means your home right now, reduce network jams by asking anyone else in your home to hop off any technology that's using wifi. You can also boost your connectivity by pulling in an ethernet cord so you're hardwired to your home's internet.

• Remove All Distractions

You should remove any distractions that could interfere with your professionalism during a virtual interview. Start by planning a quiet place where you'll sit to do the interview. Again, since this is more than likely your home, avoid areas like the kitchen or the living room, these rooms tend to be more high-traffic, which can be distracting to both you and the hiring manager should someone walk into the background. We recommend using your bedroom (just make sure to make your bed!) or spare room if you can. This way, you'll be able to close the door and won't risk anyone else walking into the frame or creating distracting noises.

You should also remove distracting objects like your phone, put it on silent if you must have it in the room with you. Finally, make sure to close out any unnecessary tabs so you won't be distracted by your computer.



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• Actively Engage with the Interviewer

While a virtual interview is certainly different from a traditional face-to-face, you should still be actively engaged with the interviewer. This means using active listening skills and body language that shows you're receptive and engaged in the conversation with the hiring manager.

First, you should have good posture; sit in your chair with your back straight, feet planted on the floor, and arms can rest in your lap or on the desk. When you're listening, nod and smile when appropriate to communicate that you're giving them your undivided attention. Be careful to avoid fidgeting or letting your gaze drift away from the screen. This will look not only like you're uninterested in what the interviewer is saying, but it's also unprofessional.

• Remember to Be Yourself

Be authentic. While it is critical you are professional, the hiring manager will also want to see you being yourself. A job should be a mutual fit for both you and the company, so if you "fake it" during the interview, chances are you won't be a great fit for the position in the long run.

Failing to be yourself will put you at risk of being disappointed if the job doesn't meet your expectations, your skills, or interests. Being yourself is a secret key to success when it comes to interviewing since it will ultimately help lead you to a position that is the right fit for you.

Preparing for a virtual interview should be treated the same way you'd prep for a traditional one. Be professional by making sure your technology is working properly, removing distractions, use active listening skills, and remember to be yourself. Following these tips will lead to more successful virtual interviews, which may lead to a variety of job offers.

About EG Workforce Solutions

We've been in this business for decades and have developed a deep network of professional connections. Whether they're companies looking for talent, job seekers looking for work, or an up-and-coming store in need of some temporary help, we know the right people to bridge the gap between the hiring and the hired.

But what's more, we get to know people. From employers hiring to candidates looking, we take the time to listen and learn. We hear your likes, talents, and needs. We gain an understanding, and with it, we're able to facilitate lasting relationships between businesses and people.



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