



Tips for a successful virtual interview:

1. Test your technology prior to the interview:

- a. Test your microphone, camera, and confirm stable internet connection
- b. Familiarize yourself or practice with the planned meeting platform, including how to mute and unmute audio and video

2. Prepare your interview location:

- a. Locate a quiet space free from distractions and background noise
- b. Consider your background—make sure your background décor isn't too distracting

3. Positioning your camera:

- a. Camera placed along top rim of your monitor improves eye contact
- b. Slightly left or right of center can appear more natural

4. Consider lighting:

- a. Background light can cause a silhouette effect
- b. Experiment with lighting in advance to know what works well

5. Dress the part:

- a. Dress professionally and remember that you are making a first impression
- b. Monitor your body language; sit upright, smile, and stay engaged

6. Be yourself, have fun, and enjoy the interview!

- a. Take advantage of the opportunity to meet people virtually; don't be afraid to ask lots of questions!

Selectively mute: mute your microphone when listening for a long period or in a group