



# Virtual interview tips

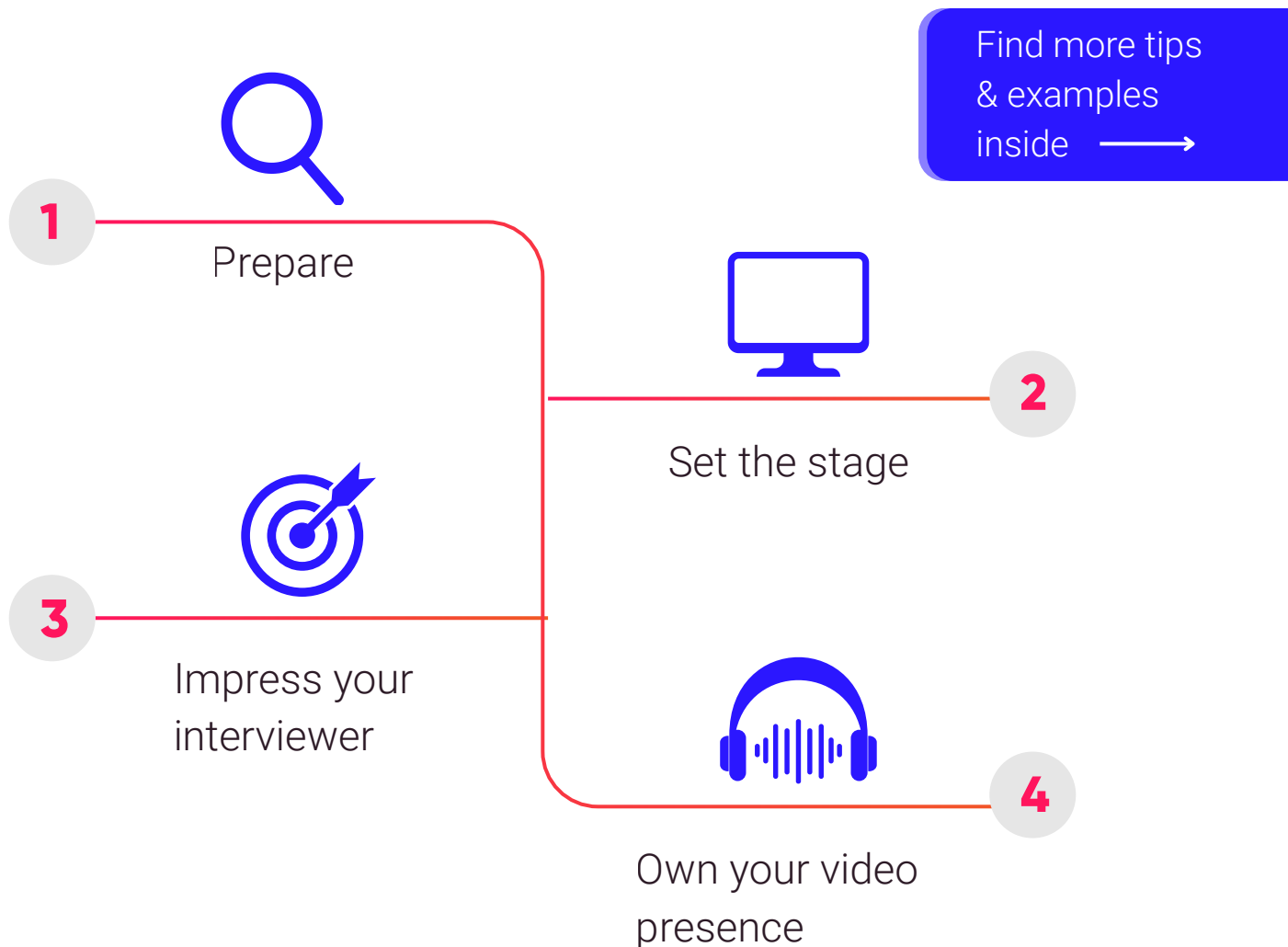
*Practical guidelines on how  
to nail your online interview*

explore what's **possible**

# How to nail your virtual interview

Got a virtual interview scheduled and wondering how to look professional from your makeshift at-home office?

More and more companies are turning to virtual screening as an alternative to in-person interviews. To make it easier to prepare, we've organized the most important video-interview advice into **four simple steps**, each with practical tips, within this guide.



# No. 1

## Prepare



### 1 **First, know how you'll be connecting**

Make sure you understand what platform the interviewer is using and how you will be joining the meeting. Will the interviewer call you or will you join the meeting through an emailed link?

### 2 **Second, test your technology beforehand**

Check your internet, mic, camera, and software the day before and on interview day. You can even record yourself using the same setup and time of day to review sound and video quality.

### 3 **Third, practice sample interview questions**

Skip the script. Even online, eye contact counts. Know your CV and the role well enough to speak naturally. Keep quick reminders on a sticky note beside your screen, not right in front of you. Don't forget to try our **Sample Interview Questions** tool!

### 4 **Fourth, check out your interviewer's LinkedIn profile**

You'll better understand their professional background and maybe find common ground to build rapport. Just save connection requests for *after* you've landed the offer.

## No. 2

# Set the stage



### 1 **First, make sure your face is clearly visible**

Natural light from a window always beats fluorescent lights. Just make sure the window isn't behind you or else the interviewer won't see your face. Ideally, sit facing a window or use a soft lamp positioned behind your screen to reduce glare.

### 2 **Second, position your camera at eye level**

Keep your face, shoulders, and part of your upper chest visible. If you're using your laptop's built-in camera, you can elevate your laptop on some books or boxes. If you have to use a phone, you should prop it up on a stand or books, instead of holding it.

### 3 **Third, keep your background tidy**

Keep distractions (like dishes or dirty laundry!) out of view. If you've got posters or personal items behind you, try adjusting your camera angle so they are not visible during the interview.

### 4 **Fourth, use headphones for audio clarity**

You will hear the interviewer's audio clearly if it's going straight into your ears. Headphones also limit echoes on the interviewer's end. Bonus if you have headphones with a microphone!

#### PRO TIP

**Blur the background** before your video call, or use the default app backgrounds!

## No. 3

# Impress your Interviewer



### 1 **First, be early**

Joining the meeting a couple of minutes early gives you a chance to make sure there are no technical issues and to test your camera, microphone, and audio one last time.

### 2 **Second, dress to impress**

Wear what you'd wear in person to set the tone. Avoid patterns, loud jewelry, or workout clothes that distract or look distorted on camera.

### 3 **Third, show your interest**

Show your enthusiasm through your voice and body language. Since the interviewer only sees your face, stay present, smile, and focus fully on the conversation. Use nods instead of "yeah" or "mhm" so you don't talk over them.

### 4 **Fourth, send a thank you email**

Emailing the interviewer the same day to thank them for their time and to reiterate one of the points you discussed is a great way for them to remember you. Not everyone will do this—which help you stand out from the crowd.

#### PRO TIP

**If you might have background noise**  
mention it up front. It shows professionalism!

## No. 4

# Own your video presence



### 1 **First, make eye contact**

Keeping eye contact is a universal sign that you're interested in the conversation. It's okay to check your sticky note for a reminder but you should spend most of your time looking into your camera. This helps you look like you're making direct eye contact with them.

### 2 **Second, sit up straight**

You wouldn't slouch in an in-person interview, and the same applies here. If you sit too far back you look tiny; too close and you look like a giant. Sit up straight with a bit of space between you and the screen so your face, shoulders, and upper chest are clearly visible—and your energy comes through.

### 3 **Third, take a beat**

Video lag makes it hard to tell if someone is done speaking. Pause before answering questions to avoid cutting off your interviewer. Voices can sound faster/slower over video, so speak slowly and clearly if you tend to talk quickly when you're nervous.