

# ACE YOUR VIRTUAL INTERVIEW

**There are two primary types of virtual interviews:**

**LIVE VIDEO INTERVIEWS:** These interviews are conducted in real-time, and are similar to in-person interviews. The interview is conducted over a video chat platform such as Skype.

**ONE-WAY/RECORDED VIDEO INTERVIEWS:** Companies send you a link to an interviewing platform where you record your answers to pre-arranged questions. You are not interacting with an interviewer, instead your responses are reviewed at a later time by the hiring team. Recorded video interviews are common in early stages of the interview process, but can be used at any time.

Common platforms include: InterviewStream, HireVue, Jobvite, GreenJobInterview, Spark Hire and Montage.

## HOW TO PREPARE

**Much of the preparation for virtual interviews is the same as for in-person interviews.** It's important to research the company, dress professionally, understand the job description, and have stories prepared to demonstrate your qualifications. Check out our *Interviews: Getting Started* handout (in our lobby kiosk) or interview tips in our Career Guide and on our website (resources section) for general interview prep information.

There are also some things that are unique to virtual interview prep:

### LOCATION & ENVIRONMENT

Make sure the room is well-lit, and aim your camera at a neutral wall that is free of posters or other items. Ensure that the space will be free of distractions during your interview (pets, loud roommates, construction noise).

### CHECK YOUR CONNECTION

Make sure you are in a place with strong internet connection, and test it out beforehand.

### BE ENGAGED

Maintain eye contact with the camera, not the screen. It can feel awkward to talk to a camera, so it's especially important to focus on demonstrating enthusiasm and engagement.

### PRACTICE

Practice in the location you'll be interviewing. Record yourself and play it back, practice over Skype with a friend, or schedule a mock interview.

### TIME YOUR RESPONSES

You will generally have 2-3 minutes to record your response to each interview question. Practice your answers with a stopwatch.

### NOTES

Don't get distracted by looking down at notes. Jot down a few bullet points on a sticky note and place it beside your webcam, or review notes in any allotted prep time for the question (recorded video interviews).

## EXPERT ADVICE

"Take your time answering questions. Because it is a virtual interview, there can be a tendency to want to respond quickly to fill the dead air. Practice managing your responses to potential questions so they are clear, succinct, and display verbal communication skills as a strength".

  
~ **pwc**

"A virtual interview may seem unofficial, but it is important that candidates understand that it holds the same weight as any other interview. Candidates should not do anything differently when it comes to professionalism during a virtual interview. Employers will be looking for the same qualities as they would in an in-person interview. Be prepared! :)"

  
~ **amazon**

"The virtual interview is a chance for us to get to know the candidate better, understand how they communicate their capabilities and one of the more crucial steps in the hiring process. Be yourself, be professional and have fun!

~ **NORDSTROM**

## VIRTUAL INTERVIEWING IS A COMMON PRACTICE

Here are a few of the many companies that do virtual interviews:

