

Quick Tip Sheet

Virtual Interviewing & Etiquette

Make sure you are **prepared** for a video interview, just like you would be for a traditional in-person interview.

Look through our [Interviewing module](#) to help you feel confident and ready for any interview.

Video Basics:		Try these tips:
Sound:	Having good sound is just as important as having good video.	<ul style="list-style-type: none"> ✓ Pick a room that isn't completely empty to eliminate an echo. ✓ Avoid noisy rooms ✓ Test your sound and microphone before your interview.
Location:	Create a good background.	<ul style="list-style-type: none"> ✓ Keep it neat and simple. A blank wall is too plain – consider things like a bookshelf, wall art or plants. Not possible? Consider a Zoom background (try one from URI!) ✓ Stack your web camera on a box or books to be at eye-level. ✓ Aim to be an arms-length away from your computer. This will give you a good fit into the camera frame.
Lighting:	Good lighting makes a big difference!	<ul style="list-style-type: none"> ✓ Sit in front of a window (if it's too bright, pull the shades). ✓ Use a light that is pointed at you, slightly above your eye-level.
You:	What is the impression that you are making?	<ul style="list-style-type: none"> ✓ Dress for success. See our Pinterest page for ideas. ✓ Set your phone on "do not disturb" to minimize distractions. ✓ Look directly into the camera to create the feeling of eye contact. ✓ Take note of how fast you speak, how you pause, and the tone/pitch of your voice. ✓ Let the interviewer finish speaking before responding.
Technical Difficulties:	What if something goes wrong?	<ul style="list-style-type: none"> ✓ Ask if there is a phone number where you can reach them. If your connection fails, call them to finish the interview over the phone. ✓ Explain to the interviewer if you plan on taking notes so they know what is distracting you off-screen.

- Do:** Sit upright in a comfortable chair (never lay down on a couch or bed for an interview).
- Don't:** Complete your virtual interview on-the-go, like driving or in the backseat of a car.
- Do:** Showcase your interest with facial expressions such as nodding or smiling.
- Don't:** Multi-task. Your interviewer will be able to tell if you are doing something else.
- Do:** Cut down on the chances of being interrupted. If something might come up, explain at the beginning.
- Don't:** Be late. Check the connection before the start of your interview to avoid a last-minute rush.
- Do:** Treat your interview like a conversation. Be yourself and be personable.
- Don't:** Be afraid to mention if something's off: if the sound isn't coming through, work on fixing it together.

Sending a Thank You

It is important to send a thank you email after your virtual interview. This reiterates your interest in the position and shows your gratitude for the interviewer's time.

We suggest that you send this to your interviewer as soon as possible after the interview, but before the end of the day.

The email should include a personal note about something you discussed and should thank them for their time.

Interviewed with multiple people? Review the organization's website to get their email addresses and send them separate thank-you emails.

Mr. Gold,

Thank you again for taking the time to meet with me virtually this morning. It was a pleasure to meet you and your team, and I am even more excited at the possibility of becoming part of such a dedicated and energetic staff.

I believe I will be able to leverage my experience in sales and client relations to make an immediate and positive impact in the Associate Account Manager position as you strive to grow your business by 15% in the next fiscal year.

I am looking forward to hearing from you regarding your decision. If there is anything additional I can provide to help in your decision making process, please let me know. I have a great deal to contribute and would enjoy being part of Amica Mutual Insurance Company.

Sincerely,
Inez Sousa

Pre-Recorded Interviewing:

Many organizations are using digital interviewing platforms such as [HireVue](#) as the first step in the interview process.

What is a pre-recorded (also called "one-sided" or "one-way") interview?

1. An interviewer isn't present, and the candidate records timed answers to interview questions
2. Sometimes these recordings are reviewed by people and sometimes artificial intelligence is used
3. Some organizations allow candidates to re-record their answers, but some don't. We recommend getting some practice!

Practice your pre-recorded interview by [clicking here](#) (provided by HireVue)!

Here's what you can expect when doing your practice pre-recorded interview:

1. Video interview questions that are geared specifically toward students
2. The questions are just like what you will experience when interviewing with a real company
3. Short games to get familiar with the gameplay process that some companies choose to use in interviews
4. Only you will be able to see your practice video and it will be deleted in 30 days

Still nervous?

Your [Career Education Specialist \(CES\)](#) is here to help. Book an appointment in Starfish for either "interviewing techniques" or "mock interview". We're here to help you feel more confident for your interview.