

## Virtual Video Interview Tips

Virtual interviewing using Skype or WebEx are becoming increasingly popular with employers as a way to interview candidates remotely and select for next round interviews.

Here are a few tips for live virtual interviews:

Before the interview:

- [InterviewStream](#) is a great way to prepare for a video interview. Also, you can schedule a virtual mock interview with a career coach via Handshake.
- Select a quiet place to interview. The Brockway Recruiting Center located in the Auditorium level of Farrell Hall has interview rooms available to all students. To reserve a room, call 336-758-5936
- Remember that the interviewer can see what is behind you, so try to have a solid background. Sitting in front of a blank wall is least distracting to the interviewer.
- Three days prior to your interview, make sure your computer, webcam, and VoIP software are working properly. Check software needed for the interview and test on using your PC or Mac device. Consult with [The Bridge or School of Business IT Department](#), if you have tech issues.
- Dress in interview attire. If you aren't sure what to wear, [click here](#) for suggestions.
- Confirm the time, name, email, and contact information of the interviewer in the event of lost connection.

During the interview:

- Maintain eye contact by looking at the camera and not at the computer screen.
- Don't lean in too close to the camera.

- Sit up straight and don't fidget or touch your face or hair.
- Consider elevating your computer, so the camera will be at eye level.
- Cover your own image with a Post-it note, so you'll look at the camera and not yourself.
- If the connection is lost during the interview, remain calm and simply call the interviewer back and explain what happened.
- Relax and speak clearly. Smile and be enthusiastic.

After the interview:

- Send a thank you email and handwritten note within 24 hours.
- Watch for next steps from the employer.