

EGUIDE

PREP FOR THE *VIRTUAL* JOB INTERVIEW

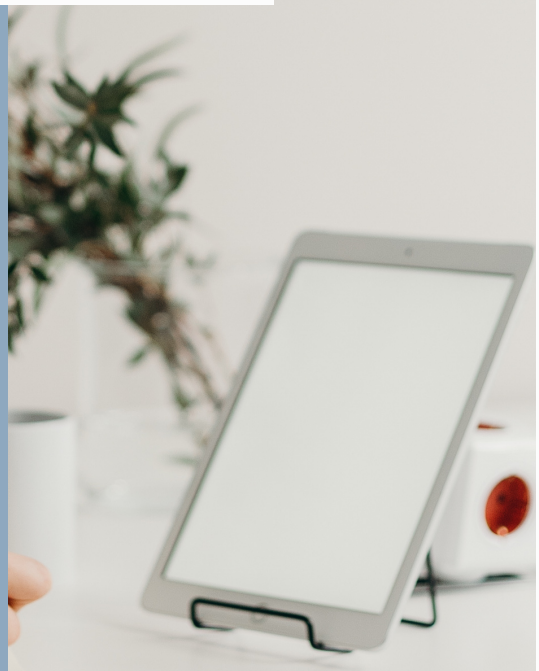
Prep and perfect your video interview skills

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Virtual interviews are here to stay

It's the norm not a trend ...

While most companies have been recruiting online for years, virtual interviewing is relatively new as many hiring managers still prefer to meet and assess candidates in person. Handshake reports that as many as 89% of employers are adopting or increasing their virtual interviews.



IN THIS GUIDE

Learn the "*rules*" of virtual interviews

The "Rules" of Virtual Interviews

The rules for virtual interviews are a lot like the rules for in person interviews but take a bit more preparation.

THE BASICS

Do Your Research – *Background info*

It should go without saying that you should research your prospective employer, check out their website, press bulletins, and social media pages. You can also connect with current employees to get a leg up on networking. Ask for an informational interview about what it's like to work there. It's important to show you are knowledgeable about the company's products or services.

Prepare Questions in Advance – *Use sticky notes but keep them out of sight*

Most interviewers will give you an opportunity to ask questions so prepare a list in advance. Include open ended questions such as *"you mentioned this department is launching xyz product, what role will this position play in that?"* or *"can you share why you joined the company and have stayed?"*

Keep post-it notes and prompts handy but out of sight. The nice thing about a virtual interview is the person interviewing you has a limited view of you and your surroundings.

Listen closely to what the interviewer says and make a mental note to ask for more details. Check out our e-guide on ***"Great Questions to Ask During an Interview"***

TECHNOLOGY

Test Your Audio and Video – *Have the link and password handy*

Don't assume that because you've done Zooms before your equipment will work perfectly when you most need it to. Make sure you test your audio and video in advance.

Check out what conferencing system the company uses and be sure to download any updates if applicable. Keep the link to meeting ID and passcode handy. Close any unneeded open windows to optimize your wifi.

Be Early – *Log in 5 minutes in advance*

Don't keep the interviewer waiting....it's not a good look!



"Life shrinks or expands in proportion to one's courage "

Anais Nin

The "Rules" of Virtual Interviews

Preparation, preparation, preparation!

YOUR PRESENTATION

Dress The Part – Front and background

Keep your interview outfit clean and pressed and make sure the colors don't clash with your background.

Remove any clutter or unnecessary items such as personal photos that might be distracting to the interviewer. But don't interview against a blank white wall either, place some books or a plant nearby to create a cozy but professional environment.

If you have roommates, let them know not to disturb you and keep any pets locked away safely. Close any open windows to prevent unexpected noises such as the garbage pick up from distracting you.

Friendly and Professional – Greet

You can't give greet a virtual interviewer with the usual handshake but you should still smile and greet the person by name.

Thank them for taking the time to meet with you and express your excitement and interest in the position.

GETTING STARTED

Relax – Go with the flow

For an in person interview you should always bring additional copies of your resume, samples of your work or portfolio.

This isn't possible for virtual interviews so don't get rattled if the interviewer can't find your resume or reveals they haven't actually read it yet!

If this happens, take the lead by sharing a brief summary of your background and skills to give the interviewer something to work with. This will give the interviewer time to find your resume without having an awkward silence in between.

Have an electronic copy of your resume ready to drop into the chat box if needed!

Listen actively! it will help you prepare questions for later.

Respond with appropriate head nodding or other affirmations of understanding to show the interviewer you are engaged.

Jot down some notes or questions to ask later – we recommend writing not typing your notes.

The "Rules" of Virtual Interviews

**Making a connection can be challenging in a virtual interview.
Stay focused to make an impression.**

THE INTERVIEW

Prepare Back Stories – But don't over rehearse

If you have listed "increased sales by x%" on your resume be sure you can speak to this accomplishment by sharing how you did this and what challenges you overcame.

Don't include anything on your resume that you don't have a back story to. At the same time, you don't want to appear over rehearsed.

Try asking a mentor or coach to do a mock interview with you.

Keep an Eye on the Time!

Virtual calls are often scheduled back to back, keep an eye on the clock so you don't run out of time to make the points you need to make.

Ask Questions! – Prepare in advance

Always ask at least 2-3 questions. Prepare in advance and have them ready to refer to.

Check out our e-guide on ***"15 Great Questions to Ask During an Interview"***

Keep In Touch – Write a thank you email

After the interview is over, write a brief thank you email thanking the interviewer for their time and mention something that came up during the call. Be sure to express your continued interest and excitement about the role.

If you don't have their contact info, send the note to the recruiter and ask her to forward it on.

Check your email frequently for any next steps (or additional interviews) and respond timely. If you are taking some time off or are going to be out of email contact for a while be sure to let the recruiter know.

NEED SOME EXTRA GUIDANCE?

Our mentor coaches can help you prep for a job interview in a 45-minute personalized session. Hire a Mentor at: archecareers.com/findacoach