ONLINE INTERVIEW TIPS

EQUIPMENT

• Make sure that your webcam and microphone are working. Practice with friends beforehand to make sure that they can see and hear you.

• Make sure that your internet connection quality is high so that you do not experience any interruptions in the middle of your interview. Desktops and Ethernet cords can sometimes be better options for connectivity. Allow some extra time in case you run into technical difficulties.

• Using headphones may be a good idea to prevent playback from the speakers.

• Some video conference sites require that you have a username or handle. Make sure that the name you use is professional and appropriate. If you are using Skype, make sure that you have the interviewer’s user name. Additionally, make sure that they have your user name as well.

LOCATION/AESTHETIC

• Avoid loud, public places like cafes or sitting outside in busy areas if at all possible.

• Do not interview in a place that has visual distractions. If you have pets or roommates, make sure they are in a separate room where they will not be walking around in the background. If you are interviewing in your room, make sure that things are clean and there is no clutter.

• Look behind you! What does the interviewer see?

• Place a light behind your screen so that your face is illuminated and the interviewer can see you.

ETIQUETTE

• Dress to impress! Just because this is an online interview does not mean that you should not wear a suit. Going pants-less is never a good idea.

• Sign in to the interview five to ten minutes before it starts.

• Look into the camera and maintain eye contact. Looking at yourself while speaking gives the impression that you are not making eye contact with the interviewer.

• Make sure your camera gives a good shot of your head and shoulders, as well as your hands. Do not sit too close to the camera and sit up straight.

• Slow down your response time. Speech can be delayed in online interviews and you do not want to cut off your interviewer or have them miss something you said due to a glitch.

• Remember to turn off all other applications and programs that might interrupt the interview.

• Smile! Even though you are using technology, you are still talking to another person.