

REMOTE/VIRTUAL INTERVIEWS

Many employers choose to interview candidates remotely prior to inviting them for a face-to-face interview. Remote interviews include video interviews, phone interviews, as well as pre-recorded interviews. For the most part, you would prepare as you would for any interview. However, there are things that make these interviews unique. Here are a few tips:

- Practice! Complete a mock interview with Career Services.
- Be ready 10 minutes before the phone/video interview appointment.
- Have a pen and paper ready to take brief notes.
- Keep your résumé/CV and the job description in view; avoid shuffling papers.
- Conduct the interview in a space free from distractions.
- Enunciate and speak slowly, clearly and directly into the phone/microphone.
- Smile so your friendliness can be heard and seen.
- Address the interviewer(s) by name. Know who asked the question and address that person.
- Sit at a desk or table or consider standing.
- Respond as you would in person. If something sounds interesting to you, say it!
- Don't be afraid to ask for a question to be repeated.

A note about virtual/video interviews

- **Do a test run of the video platform with a friend the day before to make sure audio and video are working and be sure to conduct the interview in a quiet location.**
- Try your best to make the background professional and not distracting.
- Dress as you would for an in-person interview.
- Have the interviewer's contact information (phone number) ready just in case the audio drops, screen freezes or other technical hiccups occur. Stay calm and act professionally and quickly if this happens.



DID YOU KNOW?

The Office of Career Services has interview rooms available for you to reserve if you would like to conduct your interview in a professional setting. Contact our office at (985) 448-4509 to reserve a space.