

Remember that virtual interviews are still interviews. Prepare for a virtual interview the same way you would prepare for an interview conducted in-person:

- Research the organization and ask your Faculty Placement Advisor if they have additional information to share to help you prepare
- Prepare to answer typical interview questions and prepare questions to ask
- If you have an internship description, review it so you can speak to how your skills, interests and experience are a good match. For example, if the requirements mention criteria like "organizational skills" or "collaboration with team members", be ready to give examples of how you have demonstrated these behaviors in the past
- Practice aloud the answers to interview questions as you would for any interview.

Here are ten additional tips to help you prepare and do well in a virtual interview:

Before the Interview

1. Create a professional profile in the video platform (Zoom, Skype, Teams, etc). The first thing the interviewer will see is your username and picture (if relevant).
2. Be sure your technology is working perfectly. Check the audio to be sure you can hear and be heard. Close other windows on your computer.
3. Secure a quiet private space where you'll have **no interruptions** and be sure your surroundings are neutral. Remove anything distracting behind you so you will be the focal point.
4. Test the lighting in the room to ensure it doesn't appear harsh or cast a shadow on your face.
5. Do a run-through with a friend who will be able to give you feedback about both technical and presentation issues.
6. Dress professionally as you would for an in-person interview. It's expected, even if you feel awkward all dressed up and talking to a computer.

During the Interview

7. Look at the camera not at the screen image or you will be looking away from your interviewer
8. Position yourself correctly so that your screen image is of your face and upper shoulders
9. If you find the small image of yourself on screen distracting, cover it with a post-it note.
10. Watch your body language: sit up straight and remember to smile appropriately to demonstrate your enthusiasm and interest.
11. Different agencies have different organizational cultures, manners of speaking, and expectations for colloquialism, so it's better to err on the side of caution: do not swear, use slang, or use sarcasm during the interview.
12. If possible, turn off or silence your cell phone.