

Ace the Virtual Interview!

Your Virtual Interview Checklist

Setting

- Choose a quiet, private location where you will not be interrupted or distracted
- Put your camera in front of a window or other light source so the light and the camera point toward you; make sure there is no bright light source behind you causing a glare
- Adjust the camera to eye level or slightly higher to capture your best angle
- Create a minimalistic background that is clutter free, clean, and organized

Preparations

- Confirm your interview date and time is correct, taking time zone into consideration
- Install interview platform, applications, and plug-ins the day before your interview
- Test your equipment: Microphone, Speaker, Camera, and Internet Connection
- Get familiar with the platform so you know how to troubleshoot quickly if needed
- Practice with a friend, family member, or Big Interview (unthsc.biginterview.com)
- Create a professional sounding username (preferably your full name as it's presented in your application documents) for all interview platforms you will be using to interview and communicate with.
- Print your Resume/CV/Application Information so that you can easily reference it during the interview; also have an electronic copy available in case you can screen share
- Gather a list of insightful questions specific to the organization/position to ask and have them easily accessible during the interview
- Have paper and pen ready to take notes
- Silence your cell phone and email notifications on your computer
- Clear your computer screen from any other open programs such as Email or Web Browsers.
- Take a deep breath, you can do this!

Presentation

- Dress professionally top to bottom, even if your lower body may not be on screen
- Practice good body language and posture
- Maintain eye contact with your webcam
- Be yourself—relaxed and authentic with focus making it easier to connect with the interviewer without appearing too mechanical and “rehearsed-sounding”
- Don’t forget to smile!
- Arrive on time -give yourself 10-15 minutes to log on and prepare before the interview begins
- Post interview, send a thank you email to each interviewer for their time.
- Send a handwritten thank you note with specific reference points from the interview when possible.



HSC Career Center

www.unthsc.edu/career-center/
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Schedule a Mock Interview with us at
<https://unthsc.gradesfirst.com/>