

Land the Job: Your Virtual Interview Checklist

Looking to make a great first impression while you're on a virtual interview? Here are a few to-dos to help you prepare and put your best foot forward:

Setting

- Choose a location where you won't be interrupted by kids, family, or pets
- Put your webcam in front of a window so that the light and the camera point toward you
- Position the camera at eye level or slightly above to capture your best angle
- Make sure your background is free from distractions and clutter

Research

- Research the organization and interviewer on their company website and LinkedIn
- Gather a list of insightful questions about the company and the job
- Jot down answers to expected questions

Preparations

- Confirm the interview date and time
- Test your equipment and install any needed applications or plug-ins
- Conduct a test session with a friend
- Print your resume or work history so that you can easily reference it during the interview
- Have paper and a pen ready to take notes
- Set your cell phone ringer to silent

Presentation

- Dress professionally – not only will you look good, you will feel more confident
- Practice good body language and sit up straight
- Maintain eye contact with the webcam
- Be on time – in fact, give yourself 10-15 minutes to organize your thoughts prior to the start time
- Click the link to join the interview a few minutes before the start time to allow time for troubleshooting, if needed
- Follow-up after the interview with a quick email, thanking the interviewer for their time



Questions? Connect with your recruiter! We are here to support you every step of the hiring process.