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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.

About Staffmark Group

Staffmark Group is a family of staffing brands with a mission to align people and companies to create opportunity. We provide the expertise, connections, and technology to help people and companies succeed. If you need a job, we want to provide it. And if you need staff, we want to deliver the best candidates.

A proud member of RGF Staffing, Staffmark Group is organized into three operating units: Commercial Staffing Services (Administrative & Light Industrial), Technical & Professional Services, and Strategic Workforce Solutions. Our national network of 450+ branch and on-site service locations connects 250,000 talent annually.

Opportunity is everywhere, but it's not always easy to uncover. We partner with you to help you find it.

www.staffmarkgroup.com

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