



Surviving a Virtual Interview

Loudoun Workforce Resource Center



LOUDOUN WORKFORCE RESOURCE CENTER

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Preparing for a Virtual Interview

No Matter if it's a Virtual or Physical Face-to-Face Interview

Preparation is Essential

- **Mark your calendar and set reminders so that you don't forget the interview date & time**
- **Thoroughly research the company**
- **Google your interviewer's name and see what you can find out about him/her**
 - *Do you have anything in common?*
- **Review your resume and be prepared to link your skills & accomplishments to the requirements of the position**
- **Prepare demonstrated examples of how your skills will benefit the organization**

Preparation is Essential

- **Prepare questions you want to ask the interviewer**
- **PRACTICE** interview questions that you may be asked
- **Consider doing a Mock interview with camera**
 - *Get feedback on how you answered questions*
 - *Wear your video interview outfit and get feedback about how it looks on screen*
- **Decide where to take the interview**
 - *Choose a quiet, well-lit place free from interruptions*



Check Your Tech

Prior to the Actual Interview

Check Your Tech

- **Ensure your internet connection is stable**
 - *Use a dedicated, wired high-speed internet connection if possible*
 - *Test your computer's webcam & audio*
 - *Close any unnecessary web browser tabs and applications*
- **Test your technology to ensure that your device or computer can support the platform being used conduct the interview**
 - *Download any necessary software for the interview and leave time for any troubleshooting you may need to do*

Check Your Tech

- **Practice before your actual interview to avoid any last minute surprises. Technology has a way of presenting problems at the most inconvenient times. Expect to have issues.**
- **Prior to the interview check that:**
 - *Is your battery fully charged?*
 - *Is your computer hard-wired to an Ethernet cable?*
 - *Does your computer have good internet & Wi-Fi connection?*

Check Your Background

- **Ensure that you have a professional background**
 - *Keep the background neutral and distraction-free*
 - *Create a good impression with your physical setting*

Check Your Lighting

- **Make sure there is ample light and that you are well lit - natural light is best**
- **Your light source should be behind your computer, not behind you**
- **Check if anything in your shot is reflecting or glaring**
- **Try the following to reduce the glare as much as you can:**
 - *Move your lamp or point it at a wall behind your computer instead of at yourself*
 - *Experiment with adjusting the lampshade or removing it entirely*
 - *Turn yourself and your computer to a different angle*

Check Your Camera

- **Place your camera at eye level, even if that means placing a small stack of books underneath your laptop. The interviewer shouldn't be looking at your ceiling or chin.**
 - *Anything lower than eye level could look like you're looking down on the interviewer (literally and figuratively) OR anything too high could come off as you being insecure and not confident.*
- **Check the camera distance from your face and find a comfortable distance that allows you to look straight ahead rather than down at the camera.**
 - *Don't be too zoomed in or too zoomed out*
 - *Be well proportioned by making sure there's a bit of empty space on the screen above your head*
 - *Check that your shoulders and upper chest are visible*



What to Wear

Dress the Part

What to Wear

- **Dress as you would for an in-person interview. Professional clothing will show you're serious about the position and can make you feel more confident. Studies have shown that people feel "most authoritative, trustworthy, and competent when wearing formal business attire."**
- **When choosing your outfit for an interview, consider the color and shade.**
 - *Many shades of blue—royal, navy, sky blue—look great on video, but grey and green work too*
 - *Reds, yellow, orange, and pink don't look as good on video*
- **While your face is the focal point on camera, if there is any possibility you will need to stand up, make sure your pants or skirt is professional as well.**



During the Interview

Beyond all the Preparation

During the Interview

- **Have your resume, job posting, questions and any notes in front of you for easy reference**
 - *Looking at your notes to remind you of things you want to highlight is acceptable in a video interview -- as long as you do it subtly and do not overuse them.*
- **Maintain eye contact and communicate confidence through your body language and vocal tone. Sit up straight; even lean in a bit.**
- **When listening, nod and smile to show you are engaged**
- **Use hand gestures when appropriate and remember to keep the camera at eye level**
 - *Research shows that employers are more likely to remember what you said if you maintain eye contact, so keep your focus on the camera, not on the screen.*

During the Interview

- **When responding to questions, nod, and take a second before responding in case the connection is delayed**
- **Be aware of the non-words you may have a tendency to use (i.e. Uh, Ah, Um)**
- **Do your best to make a connection**
 - *Speak in a conversational voice*
 - *Try and find a common interest with your interviewer*
 - *Don't be afraid to mention it as a short aside to help the interviewer remember you*

During the Interview

- Be yourself and put all of your research to practice. Give the interviewer a reason to send you through to the second round of interviews by demonstrating a sincere interest in the company and showing how your skills and accomplishments can best benefit the company.



After the Interview

Follow Through

After the Interview

- **Ask for your interviewer's contact information before the end of the interview, if you don't already have it.**
- **Write a Thank You note 24– 48 hours after your interview**
 - *It provides you the opportunity to resell yourself and express the unique strengths you bring to the position.*
 - *If there was something specific you had in common with the interviewer, mention that in the email so you stay top of mind.*
 - *If an interviewer brought up a particular business challenge, use your thank you note as a way to propose potential solutions.*
 - *Keep the email concise; you want your note to leave a lasting impression, not immediately end up in the trash bin.*

After the Interview

- Follow up on the interview to occasionally express your interest in the position and company. If the interviewer provides you with a hiring decision date (when your virtual interview finishes), do not reach out prior to that date. If the date comes and goes, follow-up with the interviewer.

Thank You

The WRC staff thank you for attending today's workshop and we look forward to learning about your job success. Please let us know when you get that next job!



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