

# Job Candidate Virtual Interview

# CHECKLIST

## When Scheduling the Interview

Ask for a contact number, if not already given to you, in case of mishaps day of. Have this number next to you or program it in your phone for easy access.

## The Week to Day before Your Visit

Download and log into the virtual conference app the institution is using (e.g. Zoom, Microsoft Teams, etc.)

Test audio and video to ensure all is working properly.

- This could be done by yourself or with a friend.
- Double check your username is your full name - no nicknames or abbreviations.
- Ensure that slides can be easily screenshared and you know how to do so.

Write out talking points you want to cover and have them in a box onscreen.

- Keep in mind that you cannot use presenter notes as they will be seen when screensharing. Include such notes with these talking points.
- Practice having your notes onscreen while on a video call.

Consider plugging your computer directly into an ethernet cable rather than using wifi for the best connection or have one on hand if the wifi connection becomes unstable during the call

- You can also enable a personal hotspot on your smartphone for online connection.

## The Day of Your Visit

Close out all unnecessary apps to avoid distraction, enhance connection, and ensure no accidental screensharing of anything other than slides.

Disable notifications in your operating system.

- In email, go to "Email Preferences," then navigate to "Notifications & Sounds," uncheck all options under sound so that nothing will ring during the meeting.

Select a quiet area for the interview to take place.

Choose a professional and clutter free backdrop.

- If you do not have a space like this, consider using a virtual background which is offered in both Microsoft Teams and Zoom.

Make sure that your camera is at eye-level (this may require elevating a laptop, such as placing it on a few books).

## The Day of Your Visit

Consider lighting. Place a soft light source directly in front of you, such as a ring light or a small desk lamp.

- Avoid bright backgrounds like windows which could leave your face dark and hard to see.

Dress for success. Treat this like any in-person interview with neat, professional attire and a well-groomed appearance. Don't assume only your top half will be visible.

## During the Interview

Be early to this interview just as you would an in-person (and to prepare any online components that will need to be shared).

Handle possible disruptions with grace – apologize, handle the situation, then continue the interview.

Lag happens – don't immediately start talking if they don't respond, give a few moments pause.

Preemptively mute.

- If worried about loud background noise, keep yourself on mute and only unmute when it's your turn to speak.

Be fully attentive!

Periodically make eye contact with the camera.

- “A virtual interview isn't a screen test, so don't feel pressured to stare directly into the camera during your interview. It is far more important to maximise your comfort level and share your experiences and skills as naturally as possible. This is an opportunity to share your story as a candidate.” (**Forbes**)

Keep cell phone close by and silent (in case technological issues require you to reach out to the interviewer via phone.)

Monitor your body language.

- Smile and sit up straight.

Take notes on pen and paper.

- Typing can easily be mistaken for multitasking. If you are nervous about looking down too much, state that you will be taking notes once you've introduced yourself.

## After the Interview

Immediately send a follow-up thank you email to everyone on the call just as you would an in-person interview.