



YOUR VIRTUAL INTERVIEW

Goal/Objective:

Maximize your success in a virtual interview setting

(Virtual) Best Practices:

1. Prepare like it is an in-person interview
 - Do your research ahead of time. Prepare questions for the interviewer(s)
 - Don't sift through pages of notes or websites during. Engage as you normally would.
2. Test the Technology
 - Arrive 15 minutes early to ensure your internet service, mic and camera are working correctly
3. Setting is Important (Video)
 - Consider elements like background, lighting and camera angle (should be eye-level)
 - The setting behind you should be clean and free of distractions
4. Dress the Part
 - Consider the dress culture of the firm and do your best to match just as you would for an in-person interview/meeting.
5. Be Expressive
 - It can be more difficult to build rapport over the phone/video, so be sure to smile and show enthusiasm throughout.
6. Multiple Interviewers
 - If being interviewed by multiple people on screen, they won't know who you are addressing when asking/answering a particular question. It may help to call out the person's name in your response.
7. Practice!
 - Mock virtual interviews if you haven't done many to get comfortable with the format and technology. Coaches are available to mock with you on Zoom.

Overall Interview Best Practices

1. Headline your answer. Use examples and employ depth without being prompted.
2. Use specific examples to show what you bring to the table (Situation-Action-Result)
3. Focus on what you can offer/ contribute to them
4. Be concise and direct
5. 3 critical elements: Know job themes, use SAR stories, practice!
6. Have a well-developed answer to - Why this industry/function? Why this company? (avoid comparisons)
7. Have 3-5 questions prepared to ask the employer

Resources:

- CDO Website
- Vmock: Elevator Pitch
- Vault guides (Firsthand) have industry-specific interview questions – e.g. Private Wealth Management
- Clubs – Check with clubs for non-behavioral questions – e.g. Tech Interview Bank
- Glassdoor.com can offer employer specific questions from recent interview candidates