

INTERVIEWING FROM A DISTANCE



SCHOOL OF
PUBLIC HEALTH
Office of Career Services

Transitioning with technology.

TODAY'S TRENDS

In today's job search environment, it is common for employers to conduct an interview from a distance. These interviews take the form of either a traditional phone interview or a more modern web-based platform such as Google Hangout, GoToMeeting, WebEx, or Zoom. It is extremely important to prepare for distance interviews the same way you would prepare for an in-person interview.

Reference the **Interviewing handout**.

DISTANCE INTERVIEWING CONSIDERATION

TIMING AND LOCATION

Schedule your interview at a convenient time allowing yourself time to focus before and after. Locate a quiet, private space such as your home or an interview room free of distractions and interruptions. Reference the **Request an Interview Room resource** to reserve a private room in career services.

PREPARATION

Have resume, questions, and blank paper readily available for reference only. Avoid the temptation to write and read written responses. Dress professionally putting yourself in interview mindset. Take a breath before answering questions to formulate your answer and avoid awkward interruptions. Feel free to ask for clarification when needed.

FOLLOW-UP

Take notes following the interview. Write down details or themes from the interview in preparation for a follow-up interview which may be virtual or in-person. Write a thank you within 24 hours of the interview. Top candidates may be selected for second interview quickly. Respond to second round interview requests in an efficient manner.

TIPS

PHONE

- Confirm reception to avoid dropped calls
- Have contact information available in case of disconnection
- Silent alerts on cell phone
- Express enthusiasm and energy during responses
- Utilize gestures and expressions to avoid sounding flat
- Avoid chewing gum, eating, or drinking

VIDEO

- Access interview platform ahead of time to test connectivity
- Charge laptop and plug into outlet
- Verify strong Internet connection
- Make eye contact with webcam not screen
- Silence cell phone and computer alerts
- Choose a neutral background
- Consider room lighting
- Avoid use of overhead fan
- Wear professional attire