



Interviewee Guide for Online Interviews

Rockwell Career Center



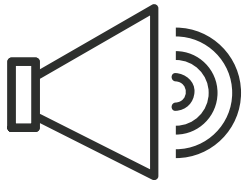
GET READY TO INTERVIEW ONLINE

**JUST AS YOU WOULD DURING AN IN
PERSON INTERVIEW, YOU WANT TO LOOK
AND SOUND YOUR BEST WHEN
INTERVIEWING IN A VIRTUAL SETTING.**

We have developed this online interviewing guide filled with tips and tricks to ensure you put your best foot forward during your next virtual interview.

1 TEST YOUR TECHNOLOGY

Check your internet connectivity and confirm your camera and microphone are working. If the picture is grainy or you're experiencing an echo, you might need to buy a mini webcam with a built-in microphone.



If you have the available bandwidth, adjust your video settings to full HD for the best quality video.



If possible, use a wired internet connection on the device you will be using for your video call. If that is not possible, try to sit in the same room as your Wi-Fi access point (router).

Before your call, go to [google.com](https://www.google.com) and search speed test. Ideally, your upload and download speed should be somewhere in the range of 5-10 Mbps (the higher the number, the better).

2 SET THE SCENE

If possible, sit in front of a blank background so that you remain the focal point. If your house does not have empty walls, set up in the area that looks the most businesslike.



Using a box or books, adjust your computer's camera or webcam to eye level and look into the lens instead of at your screen while speaking.



Check your lighting! Facing a window works best. If natural lighting is not possible, consider using a desk lamp. Adjust the position of the lamp accordingly, so it uniformly illuminates your face.

Avoid:

- Bright light sources behind you as they can make you appear in silhouette.
- Sitting directly under a ceiling light, as that can lead to a harsh top-down lighting.

3 SIT DOWN PREPARED



Just like an in-person interview plan for common interview questions, research the company, review the job description and prepare relevant examples of your achievements and experience.



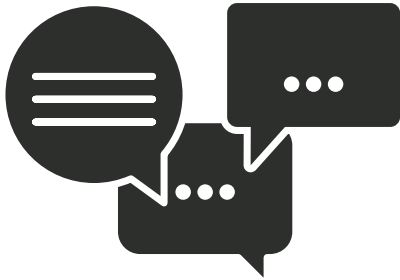
Have your login information for your virtual interview ready to go in advance and make sure you have a backup form of communication in the event of a technical failure.



Avoid memorizing each response, so you don't sound overly rehearsed. Instead, write some high-level thoughts down on Post-it Notes that you can stick to your computer.

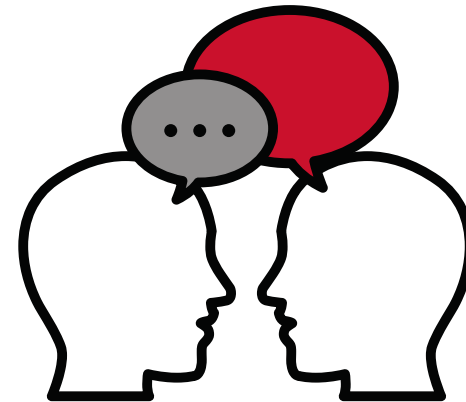
4 DON'T MEMORIZE

You don't want to sound rehearsed during your interview. It is easy to tell if you aren't being genuine, so be sure to practice with a friend or family member.



Being clear and concise is one of the most important things in a job interview.

It's important to keep things simple. Don't feel like you have to give a long winded answer if the question doesn't warrant it.



5 DRESS THE PART

You might be sitting near your bed, but you shouldn't look like you just rolled out of it.

Dress as you would for an in-person interview.



If you wear glasses, try tilting them down slightly to reduce reflections and use softer light sources to avoid unwanted shadows.

Studies show that people feel "most authoritative, trustworthy, and competent when wearing formal business attire."

Choose softer, solid colors and avoid busy prints. Be sure to keep your clothing professional (No shiny suits!) and try to wear clothing that will contrast your background.



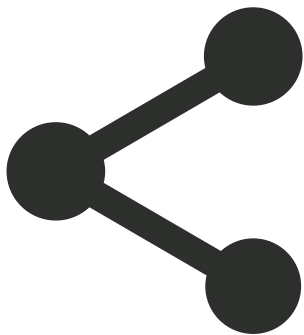
Things to wear:

- button-up shirt/blouse, blazers
- blazer
- chinos, dresses or skirts



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MAKE A CONNECTION



Don't be afraid to have a short aside about a common interest. The interviewer might enjoy the break from the routine questions they have to get through.

You never know how many interviews a company may conduct for a position. You might be at the end of a long list of people the hiring manager spoke to that day so it's important to be able to make a connection.

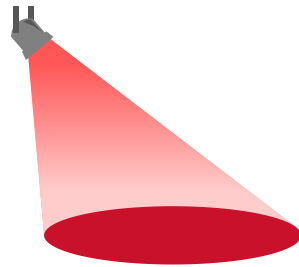


The best way to prevent yourself from blending in with other applicants is to give the interviewer something unique to remember you by, like a personal story or shared experiences.

7 BE YOURSELF

A key piece of interviewing is determining if you are a good fit for the company's culture. This can be challenging during a virtual interview because there is a physical disconnect.

Don't forget to find ways to show how your personality and passions align with that of the company throughout the conversation so the interviewer can get a sense for who you are and how you fit in the organization.



It is more difficult for the interviewer to understand your enthusiasm through the screen, so make sure you're expressive when answering questions.

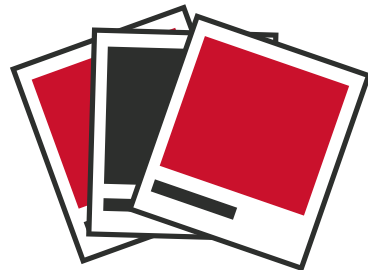
Give them a reason to push you through to the second round of interviews by shining a light on how you can help the organization.

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MONITOR BODY LANGUAGE

The usual firm handshake and enthusiasm you typically greet employers with during an in-person interview aren't possible via video.

Employers are more likely to remember what you said if you maintain eye contact, so be sure to keep your eyes focused on the camera, not the screen.



Instead, you must convey confidence through your body language. Sit up straight, smile, and keep the camera at eye level to avoid looking up or down.



A great way to do this is by placing a photo near the camera to remind yourself to look, and make it feel less uncomfortable.

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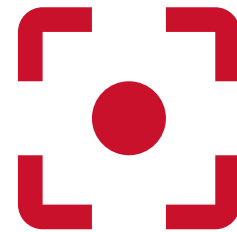
RID YOURSELF OF DISTRACTION



While you can't plan for every distraction, the more prepared you can be, the better. Turn off the TV, silence your cell phone, and close the window to muffle any outside noise.



Virtual interviews come with a slew of distractions you wouldn't normally have when interviewing in-person. Do what you can to eliminate these potential interruptions on your end prior to beginning the video call.



Inform other members of your environment that you will be on a call, and need interruptions/outside noises to be kept at a minimum during your call.

10 BE SURE TO FOLLOW UP

Within 24 hours of the meeting, send an email to whomever you chatted with, thanking them for taking the time to speak with you.



Most importantly, keep it concise!

Treat the video interview as you would any other meeting and properly follow up.



If there's a question you wish you had answered differently or a point you wanted to elaborate on, here's your chance

Click [here](#) for an example of a follow up email you can send out.

STILL HAVE QUESTIONS?



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