

VIRTUAL INTERVIEWING

A virtual interview is a job interview that leverages video technology to allow the discussion to take place remotely. Rather than meeting face-to-face, the hiring manager and candidate will connect with each other using online video software.

Prepare Your Technology

VIDEO & AUDIO

Make sure your computer, laptop or internet device is equipped with a built-in camera or external camera, and is working. Test the sound on the computer to ensure sound is coming through. Have your computer plugged in or be sure the battery holds enough charge for the entirety of the interview. Test your Internet speed with www.speedtest.net

Prepare Your Image

LIGHTING

Position yourself so that the source of brightest light is positioned behind your camera (and above it, if possible). Make sure that there aren't any strong competing light sources behind you that might blur out your image.

Prepare Your Background

ENVIRONMENT

Make sure your background is authentic, neat, and distraction free. Consider not using a virtual background that can be distracting. This is your stage! So be conscientious of how you prepare it and what is made visible in the background.

Prepare Your Look

WARDROBE & STYLING

Dress like you would for a traditional in-person interview by selecting professional attire. The Professional Clothing Closet is open by appointment only. Mercy College students are welcome to take and keep a professional outfit for free! Check out our Virtual Look Book at Career.mercy.edu in the resource section.

Prepare Your Interaction

BODY LANGUAGE

Sit up straight and lean in slightly toward the camera. You want to be heard in an online interview, so be sure to speak up and clearly. Also convey enthusiasm by smiling frequently. Use BIG INTERVIEW to practice interviewing 24/7. You can also schedule an appointment with a career coach for a mock interview.