The shift to more remote activities has changed the way companies conduct their hiring process. If you are in a job search, it is likely you will be asked to do a virtual interview. This type of interviewing is convenient for employers as it makes the process more efficient, saves money and broadens the candidate pool. Because interviewing virtually can be daunting, here are a few tips to help you get started.

- Know the platform you will be connecting with (Zoom, WebEx, etc.). Before your interview, practice with the program enough to be comfortable.

- Check your atmosphere:
  - Pay attention to the lighting and physical background to make sure clutter is out of the frame.
  - Wear professional clothing as if you are interviewing in-person because this will make you feel more confident.
  - Position yourself correctly by sitting a bit farther back than normal so that your face and shoulders are framed in the shot. Place the computer camera higher than normal, so that it is capturing you face-on.
  - Remember to look into the camera, not at the picture so you are not looking down.
  - If you find the image of yourself distracting, cover it with a piece of paper, or change the settings to remove the picture.
  - Sit up straight with good posture. Employers want to see confident and poised posture.

- Do a trial run a few days before the real interview with a friend to give you feedback on how your clothes look on screen, if you are speaking loud enough, etc.

- Test your connection:
  - Use the highest-speed internet connection available to you.
  - Plug your computer into the power cord.
  - Keep your phone nearby with the interviewer’s phone number in case you lose connection on your computer.
  - Close other programs on your computer, especially if they might make noise during the call.
  - Be sure the username used for your virtual interview represents you as a mature and polished candidate.

- Make notes:
  - Research the company’s background such as the history, staff members or mission statement.
  - Write down a few highlights you want to make sure and share about yourself.
  - Don’t forget questions for the employer and to ask about a follow up.

Practice, practice, practice. Even though virtual interviews can be intimidating, you will become more comfortable with time.