### BEFORE
- Check your tech: audio (including your speaker & microphone volume), internet, and video
- Have a clear, clean non-distracting background
- Check your lighting; don't sit in front of a window
- Be in a room with a door that closes; put up a sign to minimize distractions
- Dress for success: on the top AND the bottom!
- Silence your cell phone and put it away
- Clear the room of distractions: pets, other people, distracting items, etc.

### DURING
- Stand or sit up straight
- Keep your answers short & concise; use the PARK Method: Problem, Action, Results, Knowledge
- Monitor your rate of speech: not too fast, not too slow
- Smile and look at the webcam (note: notes are fine but be sure to still look up and make eye contact)

### AFTER
- Have 5-8 questions prepared; ask 2-3 at the end of your interview
- When the interview is over, make sure you are signed out of the video chat
- Send a thank you email to each person individually
VIRTUAL INTERVIEWING

A virtual interview is an interview that takes place remotely, such as over the phone, via video conferencing, or with artificial intelligence platforms.

TIPS & TRICKS

REMEMBER THE SIX S’S:

- Set up your quiet, well-lit, professional space
- Check your sound and be aware of volume levels
- Stand-up to improve your focus, energy & camera angle
- Be sure to smile and look at the camera lens
- Keep your answers short & sweet: be concise
- Dress professionally: look sharp on top & bottom

ALSO, DON’T FORGET TO...

- Check mic, camera, software & connectivity
- Set-up 15+ min early
- Have a back-up plan/contact info in case technology fails
- Confirm the time zone

PRACTICE

A video interview practice tool available @ CAREERNETWORK.MSU.EDU

Make an appointment @ MSUJOINHANDSHAKE.COM/APPOINTMENTS for a practice interview
Artificial Intelligence Interviews

AI Interview: A video interview conducted and recorded by an online platform or software. Candidates are screened and recommended to the employer based on a series of pre-selected criteria.

3 AREAS OF EVALUATION FOR AI INTERVIEWS

- **AUDIO**
  - Rate of Speech | Clarity & Diction | Filler Words (Um, Uh) | Tone | Confidence | Pitch

- **VIDEO**
  - Eye Contact | Professional Dress & Background | Facial Expressions | Body Movements

- **CONTENT**
  - Use of Key Words | Soft Skills | Resume Match for Skills & Background | Addressing the Question | Quantify your Results

AI Interviews can vary. Clarify the following to best prepare:

- Will there be a time limit for answers?
- How many attempts are permitted to record the answer?
- If another attempt is taken, can you revert back to the first attempt?
- How much time will there be between the question and the start of recording?

Practice Tools

OR

Set up a practice interview with your career advisor

CareerNetwork.msu.edu