

VIRTUAL INTERVIEW CHECKLIST



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 @ [MSU.JOINHANDSHAKE.COM/APPOINTMENTS](https://msu.joinhandshake.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



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

AUDIO



Eye Contact | Professional Dress & Background | Facial Expressions | Body Movements

VIDEO



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

CONTENT

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

 **interview**stream

OR

Set up a practice interview with your career advisor

CareerNetwork.msu.edu

