

# VIRTUAL INTERVIEWING TIPS



## DRESS FOR SUCCESS

- Even in a virtual setting, it's still important to present professionally.
- Business professional or business casual dress is acceptable. For examples, check out our [Pinterest page](#).



## BACKGROUND

- Ensure your background is as neat and neutral as possible. For example, if you're in your room, make your bed.
- If you're using a virtual background, you can add your full name, major, and graduation year.
- Use a front light or computer light. Or, sit in front of a window so natural light can project a clear image of your face.
- Platforms such as Zoom and MS Teams allow you to blur your background.



## TECHNICAL

- Find a neutral non-distracting area to conduct the interview and turn off phone notifications.
- A tool or program may need to be downloaded or updated prior to the interview. Allow yourself time to be prepared.
- Use a headset or microphone if you know that the interviewer will have a difficult time hearing you.
- Have a charger on hand and a back-up method for calling in if your phone or computer dies.  
Example: If the interview is hosted via Webex, download the app and calendar details to both your phone and computer.
- Test technology beforehand. If your connection is poor, move closer to your router.
- Be on time. Set an alarm for 5 minutes before your interview and sign on.
- Make sure your speakers and mic are on and if you can't hear, use the chat feature to inform the interviewer.



## COMMUNICATION

- Face at the webcam (not the screen), so it appears you're making eye contact.
- Stay focused and show you're visually engaged by sitting up straight, nodding, and smiling.
- Utilize the Career Development Center for virtual mock interview practice, use [Interviewstream](#), or do a Zoom practice session with a friend and record it.
- Call out in advance any distracting noises that might occur during your interview (dogs, kids, trash day).



## FINAL TIPS

- Prepare by researching the company to make a personal connection to their mission. Review your resume, job description, and how your past experience might help you exceed in the role. Review more interview preparation tips in our [Torero Career Guide](#).
- Have a digital copy of your resume available to share on screen or as a chat attachment.
- Stay calm, embrace the challenges that come with virtual communication, and always send a [thank you note](#) after your interview.