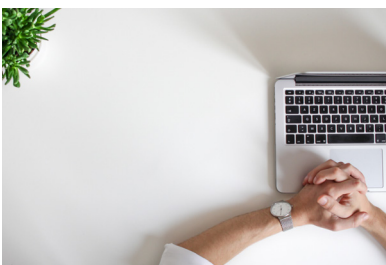


Preparing for a virtual job interview requires a slightly different process than an in-person meeting. But while digital can sometimes feel a little nerve-wracking, it doesn't have to be scary. Here are a few tips to help you make a great impression on your phone or videoconference interview:



Before the Interview

TEST YOUR TECHNOLOGY

- Check your internet connection as well as your audio and video connections.
- Download any software or apps you may need.
- Make sure you have a full charge, and don't forget your charger just in case!

PREP YOUR SPACE

- Find somewhere quiet and distraction-free.
- For video, make sure your space is well-lit, clean and has a neutral background.
- Check your camera angle. Make sure the upper half of your body is within the frame.
- Dress for success. Even though you're likely connecting from home, it's important to still dress as though you're interviewing in person.

During the Interview

- Make direct eye contact – with your camera, not the screen – as much as you can so you don't appear distracted.
- Jot down notes as you go to help with follow-up communication and your thank-you note.
- As the interview wraps up, be sure to ask for next steps and reinforce your enthusiasm for the position.
- Be patient. A hiring decision typically requires input and approval from multiple parties within the organization.

After the Interview

- Don't forget: Send a follow-up to your interviewers to thank them and once again emphasize your enthusiasm for the position.