

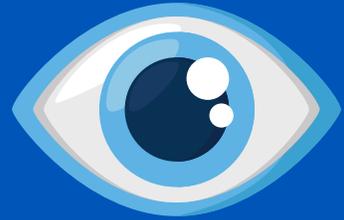


## PRACTICE & PREPARE

Hiring managers can learn a lot about you from your surroundings, so consider everything in view behind you as well as in front of you. Keep it clean and tidy, but feel free to use index cards or post-it notes to ensure you hit on all of the key points you would like to convey.

## THE IMPORTANCE OF BODY LANGUAGE

Just as you would in-person, it is important to maintain uninterrupted attention to the hiring manager – maintain eye contact, smile, act natural and engaged in the conversation, use expressive hand gestures and body language. Be mindful of posture and avoid slouching in your chair.



## DRESS PROFESSIONALLY AND APPROPRIATELY

While you may be tempted to “dress down” for a virtual interview, it is still recommended you dress head-to-toe as if you were interviewing in-person. Take special care that your clothing is clean, ironed and professional, and be sure to check how your clothing appears on a web camera before the interview begins.

## TEST YOUR TECH

The last thing you want is to have any sort of technology issue when you're scheduled to interview. Be sure to check that your WiFi is working, your speakers and microphone are set to an ideal volume, and your web camera is positioned properly. If your interviewer is using a video-conferencing software such as Skype or Zoom, be sure to check your computer compatibility before the interview.



## DON'T RISK DISTRACTION & INTERRUPTION

To avoid any potential interruptions, it is best to set yourself up in a quiet room with the door closed, ensure all pets are properly cared for but are outside of the room, inform individuals in your household of your interview time-frame, and of course be sure your cell phone is off or set to silent and your television or radio are turned off.

## COMMUNICATION

While interviewing virtually may seem different, remember that all of the same strategies as interviewing in-person apply – keep your pace constant and at a normal speed, relax, don't rush through your replies, keep a water bottle or glass of water nearby, and be confident. You'll be great!

