

# Getting ready for your virtual interview is easier than you think.

Here are 10 tips to ensure your success.



- 1. Test your technology beforehand!** Check at least a day before your interview to make sure that all of your technology works effectively - including having a reliable internet connection. Check your sound and video to make sure they're ready to go!
- 2. Prepare 3-5 questions for each person with whom you'll be interviewing.** Avoid questions such as "when do you expect to hire this person?" or "what are the next steps in the process?" Ask meaningful questions that tie back to the role specifically. It shows that you are prepared, engaged, and are evaluating us as much as we're evaluating you.
- 3. Dress to impress!** Even in a virtual environment, it's always a great rule of thumb to dress professionally for an interview. Looking your best helps you feel your best and increases confidence!!
- 4. Limit distractions.** Select a quiet location with few distractions. It's always best to choose a room that is clean and professional looking, so the interviewer can focus on you and not what is around you.
- 5. Use professional body language.** Remember to sit up straight and make sure your camera is placed so your face is in the middle of your screen. Smile and maintain eye contact with your interviewers, it shows enthusiasm and confidence.
- 6. Research the people you're interviewing with** by searching for their LinkedIn profiles or do a simple Google search.
- 7. Review the position description and provide examples of where you have done something similar in your career.** This will help you have a ready answer when faced with questions that are critical to the position or hot button topics for the organization. If you don't have experience in a certain area, it will be important to have a well thought out response for how you would fill in this gap in your experience.
- 8. Being nervous is normal.** Just try to remember that, basically, you're having a conversation with someone who knows your job as much as you do. Find something relevant about the position that you can talk about.
- 9. If you're interviewing for a sales job, go for the CLOSE at the end of the interview.**
- 10. Always send a follow up thank you email to each person you meet with, post interview.** People in the organization typically forward your email to either the Hiring Manager or HR. Make sure your thank you is customized to each conversation. Do not send the same generic thank you to multiple people in the company. It's always great to include a takeaway from your interview or mention how your experience will solve a problem or fits well with the role you are pursuing. **Don't forget to spell and grammar check!**



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