

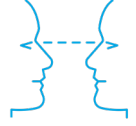


# Preparing for a Virtual Interview

Following these six tips can **ENABLE** you to avoid the most common virtual interview pitfalls.

## **E** Eye Contact: Maintain steady eye contact.

If your self-view is a distraction, consider hiding it during the interview to allow yourself to better focus on the other person.



## **N** Noise: Pick a quiet spot to take the interview and speak toward your device's microphone.

Picking a spot to take your interview that has low background noise can make it easier for you to stay focused and for the other person to hear you.



## **A** Angle: Align your camera at eye level.

Taking a virtual interview from your mobile device is not recommended. If doing so is unavoidable, place the phone on a stable surface or put it on a tripod instead of holding it in your hand and align the camera to eye level.



## **B** Background: Use available background filters to minimize visual distractions behind you.

One of the best benefits of virtual interviews is the ability to interview with anyone anywhere! However, to help the interviewer focus on what you are sharing, use the virtual platform's blur background feature, or have a pre-selected neutral background available.



## **L** Lighting: Ensure you have sufficient lighting and pay attention to the direction of the light source.

Before the meeting, use the virtual platform's camera test to check that your lighting looks good. Lighting should be positioned in front of you whenever possible.



## **E** Engage: Use active listening to show you are engaged.

Just as in in-person interviews, you can show the other person that you are actively engaged in the conversation through non-verbal cues such as nodding, smiling, and giving your attention to the speaker on the screen. Make sure to turn off email notifications and cell phone volume to minimize distractions.



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