

THE DO'S AND DON'TS OF VIRTUAL INTERVIEWS

8 DO'S

1

Do confirm the video interview in advance with both parties



2

DO SEND A DETAILED ITINERARY

- Include who will participate and their title

- Mention how long the interview will last

- Indicate how formal the meeting will be



3

DO SEND DETAILED INSTRUCTIONS

On how to access the meeting platform in advance

4

Do test your audio and video set-up



5

DO CHOOSE A WELL-LIT ROOM



6

DO DRESS IN PROFESSIONAL ATTIRE FOR THE INTERVIEW



7

DO BE PREPARED AND TAKE NOTES



8

Do use nonverbal communication and hand gestures as you normally would



7 DON'TS

1

Don't assume all parties are familiar with eCalendar invitations



2

Don't allow distractions – close out any other programs (email, etc.) and silence your phone



3

DON'T BE LATE



4

Don't swivel or rock in your chair, use a stationary chair instead



5

Don't watch the screen, instead maintain eye contact with the camera

Be sure to set your webcam at eye level



6

DON'T FORGET TO SMILE



7

Don't remain logged into the platform after the interview is complete

Be certain to log off (video and audio) at the close of the meeting so you don't unknowingly share unintended content

