## JACKSON Physician Search

## THE DO'S AND DON'TS OF VIRTUAL INTERVIEWS

## 8 DO'S

Do confirm the video

interview in advance with both parties



## O SEND A Include who will

- participate and their title Mention how long the interview will last
- Indicate how formal the meeting will be
- DO SEND





audio and video set-up

Do test your



WELL-LIT ROOM

**DO DRESS IN PROFESSIONAL ATTIRE FOR** THE INTERVIEW **DO BE PREPARED** 



AND TAKE NOTES

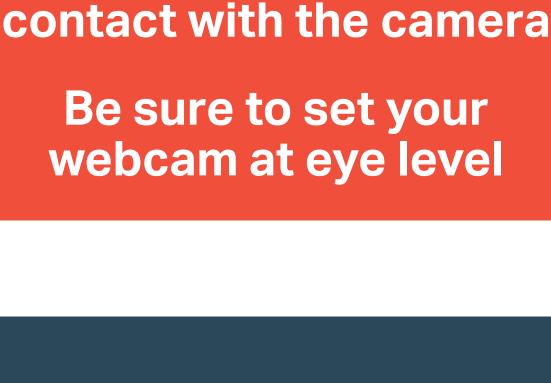
7 DON'TS



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



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



Don't watch the screen,

instead maintain eye





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

JACKSON Physician Search