

ONLINE INTERVIEW TIPS

Online and over the phone interviews are more common during the COVID-19 pandemic. However, they are like any other traditional interviews; they require preparation ahead of time in order to succeed. Here are some of our tips for phone and video interviews to help you succeed!

PHONE AND VIDEO INTERVIEW TIPS



2 DAYS BEFORE THE INTERVIEW

Take time to practice common interview questions and feel comfortable with your answers. This will help you to build confidence when you're answering questions during the interview

1 DAY BEFORE THE INTERVIEW

Confirm with the employer the time and medium for the interview. Will it be a phone or a video meeting? If it's a video meeting, make sure you have the right technology installed and tested on your device.



DAY OF THE INTERVIEW

Make sure you have a quiet place with no distractions for the interview. Review your reasons for why you would be a great candidate for the specific position. Set an alarm to make sure you're ready 30 minutes before the interview with your phone and/or computer online and charged.



DURING THE INTERVIEW

Project your voice. Smile when you're talking (even if it's just the phone). If it's a video, make sure a window or lamp is behind the camera so the light is facing you; keep your whole face in the video frame, sit up straight, and look at the camera when you're speaking. You should dress and groom as if it is an in person interview.

