



Virtual Interview Tips



Virtual Interview Tips

It is natural to be a bit nervous in interviews but preparing adequately should help. This document will provide more details about what to expect, what to bring, and what to do (and not do) to be successful in an interview.

Before the Interview

I have tested the technology

- Check internet connection:
 - You should have 2 megabytes per second for your download and upload
 - Move close to your router
 - Ask family members to turn off the Wi-Fi for the duration of your interview
- Use latest version of applications
- Plug in your device, so your computer will not turn off in the middle of the interview

I have prepared the computer for screen sharing

- Clean off your desktop
- Choose a professional background
- Ensure all other tabs are closed

I have checked my surroundings

- Noise
- Lighting
- Music
- Kids/family members/pets
- Professional background

I have dressed for success!

- Dress appropriately for the job
- Avoid wearing pajama pants
- Avoid bright and flashy colors
- Avoid stripes, patterns, prints

I have prepared and practiced for the interview

- Record yourself on a cellphone
- Practice in front of a mirror
- Ask for feedback
- Read the instructions carefully

During the Interview

I have checked for the perfect video frame

- Not too zoomed in or out
- Device on a stable platform (do not move around with device in hand)
- Face and shoulders (frame video like a passport size photograph)

I am aware of body language

- Make eye contact
- Start off with a “digital handshake”
- Smile and look interested
- Hand gestures
- Makeup
- Sit upright and maintain a good posture
- Exude confidence and professionalism

I know how to operate the microphone and camera and understand the proper etiquette

- Log in one minute BEFORE the start time
- Turn off microphone during a lecture/information sharing
- Keep camera on at the start of the meeting
- No interruptions
- Use hand raise feature
- Use chat feature
- Wait for speaker to finish before speaking
- Be punctual during designated breaks
- Stay for entire course of the meeting

After the Interview

Remember

- Say thank you
- Ask about next steps (e.g., expected date employer will decide, whether you can call if you do not hear from the employer)

Troubleshooting

Remember

- Do not panic/ expect the unexpected
- Explain any long pauses
- Signal when your answers are complete

Need Help with your job search or career path?

- Contact your Manitoba Start Career Coach.
- Not yet registered? Visit manitobastart.com or call 204-944-8833.

Good luck with your career planning and job search!