
TIPS FOR DIGITAL INTERVIEWS

Prepare like you would for an in-person interview

- Research the company and the role you are interviewing for
- Practice interview questions with a friend or career coach (set up appointments with us via [Handshake!](#))
- Plan questions you want to ask the interviewer(s)

Curate your space and set up

- Find a quiet space with a neutral background (if possible) and good lighting to conduct your interview in
- Try to minimize the chances of interruptions, but if they happen, take them in stride, show humility, and move on
 - If there's a high chance of a dog barking or other distractions outside of your control that you know of, let your interviewer(s) know at the beginning to show you are proactive
- Test your technology
 - Download/open the video platform you will be interviewing with to your computer ahead of time to make sure you have the most updated version and you are familiar with the platform and know where things are
 - Test your camera, microphone, and internet connection in your selected space with a friend beforehand

Day-of considerations

- Dress as formal as you would for an in-person interview (depending on your industry) and make sure it is from head to toe, not just head to waist
 - Check how your outfit looks on camera to make sure you feel confident
 - Choose professionally appropriate, but comfortable, clothes so the focus can be on the interview
- Silence your phone and other device notification sounds
- Join the meeting a few minutes early
 - On the day of the interview, jump online 5-10 minutes early to make sure all is working according to plan
 - Close extra windows and browser tabs, and if you have anything to share during the interview (presentation, portfolio, etc.), make sure it is loaded in background and minimized
- Say something if you have any technical issues and try to problem solve

Presentation, body language, and engaging the interviewer(s)

- When joining the meeting, greet the interviewer(s) as you are able and if you don't want to interrupt any conversations being had, make sure to at least smile and nod to show you are engaged
 - Use these smiles and nods during interview as well to show you are engaged where you'd usually say "mm-hm" or show your interest
- Maintain good posture and try to keep motions to a minimum
- Take a beat after someone else speaks before you answer to make sure you don't cut them off
- Explain long pauses if you are writing notes, pulling up your screen, or thinking about your answer so they don't think you have frozen

Adapted from [20 Video Interview Tips to Help You Dazzle the Hiring Manager and Get the Job](#) (2023)