

Career

Development Toolkit



Types of Interviews

Virtual interviews are becoming increasingly popular for companies, government entities, and other organizations as either the first step in the interviewing process or the entire interview process. Virtual interviews can occur via several different methods and platforms, including:

- **Phone Interview:** Telephone interview with one or more interviewers, no video.
- **Online, Two-way Interview** (e.g. Microsoft Teams, Skype, GoTo Meeting, etc.): Closest virtual interview to an in-person, live, face-to-face interview with one or more interviewers.
- **Online, One-way Interview** (e.g. HireVue): Answer pre-recorded questions via video interview. All candidates receive the same questions with no follow-up questions.
- **Online, One-way Interview with Re-record Option:** Just like the previous, but it is possible to re-record answers.

Technology and Environment

Check your internet connection: 24 hours and again 30 minutes prior to your interview, check the Wi-Fi Speed of your internet connection (min. of 5 Mbps) at <https://www.speedtest.net/>. Your internet connection speed should be fast enough to ensure a smooth and uninterrupted conversation with the interviewer, ideally with both video and audio enabled. If it is not, try moving closer to your router, turning off Wi-Fi on other devices, and asking others to refrain from using Wi-Fi during your interview. If possible, test your connection by having a conversation with someone before your interview.

Test the software: Familiarize yourself with the platform you will be using before the interview. If they have a tutorial, take the time to go through it a couple times. You don't want to find out five minutes before your interview starts that you have to download and install software.

Prepare your space: Set up your interview space well ahead of time, in a place free of distractions.

Look good on camera: Make sure you have a plain background and good, natural lighting, if possible. Make sure the device you are using is charged and the camera is at eye level, so your face is framed in the camera without cutting off the top of your head or chin.

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During the Interview

Dress for success! Think business professional: suit and tie for men, blouse or suit for women. Avoid bright colors. A white shirt paired with a dark suit may wash out some skin tones; pastel shirts are more flattering.

Make “eye contact.” Focus on the web cam, not the screen or your notes.

Greet the interviewer. Nod and say something like “It’s nice to speak with you today” in place of a handshake.

Body language and facial expressions. Smile – even on telephone or pre-recorded interviews, the interviewer can hear a smile in your voice. Maintain good posture and try not to fidget. You are going for warm and confident.

Behavior-based interviews. Most virtual interviews are behavioral-based. Make sure to practice this interview style.

Thank You E-mail. Send the e-mail within 24 hours of interview to thank the interviewer. If this is a pre-recorded interview, you will not have a chance to ask questions, so include those in your email as well.

Research Employer

- Research the employer’s website, including history, mission, and values so you know how they align with yours.
- Solidify answers to common interview questions describing how you fit into the organization.

Practice!

- Ask a family member or friend to help you practice.
- Keep your answers succinct – 1 or 2 minutes is usually enough.
- Record yourself so you can review it and check your lighting and sound.