

# Virtual Interviewing

You should take a virtual interview as seriously as you would a face-to-face interview. Good preparation, can help you ace a virtual interview just like at an in-person interview. Issues such as background noise, dropped calls, lack of knowledge about the company, and being unprepared to respond to questions could negatively impact the interview and your chances of working for a company.

## The Day of Your Interview

### When to Sign On to Virtual Interview

You should sign on at least 10-15 minutes early for your appointment. Test out your audio and visual to ensure everything is in working order, and ensure you have a professional/tidy looking background. If you arrive late, or have a bad connection, you set a poor first impression and could miss the opportunity to interview altogether if the interviewer has a schedule to maintain.

### What to Prepare

1. Copy of your resume to review if needed
2. Copy of the job description you can reference
3. Questions prepared to ask the interviewer (at least 3-4)
4. Link or information on how to log in to virtual interview
5. Company contact name and phone numbers in case of an emergency

## The Interview

### What Is the Interviewer Looking For?

The interviewer is trying to determine two things:

1. Whether you are qualified for the position (do you have the right skills? experience? knowledge?)
2. Whether your personality is a good fit for the company (are you likeable? a team player? will you fit in with the team?)

### What to Wear

Some company representatives will tell you what type of dress is appropriate for the interview, but often they will not. It is important for you to dress up. You don't get a second chance to make a first impression. Even though it is a virtual interview and you may only be viewed from the waist up, it is still important to wear professional attire to make a good impression.

#### SUGGESTIONS:

- **Suits/Dresses:** solid or coordinating style, skirts knee length or longer
- **Shirt:** solid color
- **Blouses:** nothing sheer or low cut
- **Tie:** conservative, not too bright/busy pattern
- **Shoes:** polished dress shoes, low heel, no boots
- **Socks:** dark/matching socks (no white)
- **Jewelry:** keep it simple, conservative
- **Hair:** neat and off your face
- **Makeup:** subtle
- **Hygiene:** nails trimmed/clean, wear deodorant, fresh breath.

### For more information

For more detailed information on the Interview Process, how to practice, and sample questions that may come up, please refer the "the Interview Process" tipsheet available in the WPI CDC Resource Library.

