

Virtual Interview Workshop



Workshop Agenda

1. Why Virtual Interviews Are Increasingly Popular
2. Types of Virtual Interviews
3. Pre-Recorded Interviews
4. Six Tips for a Successful Virtual Interview
5. The Interview Day Action Plan
6. Post Interview
7. Next Steps – Participate in practice virtual interviews



Why Video Interviews Are Increasingly Popular

- ✓ Removes interviewer bias – employer can efficiently review multiple candidate interviews where the candidates experience the same environment, identical questions and stressors
- ✓ Saves employer time, money, and eliminates employer and/or candidate travel
- ✓ Easy to implement with mainstream technology
- ✓ Research shows an increasing number of companies are using this format as the first step in their interview process

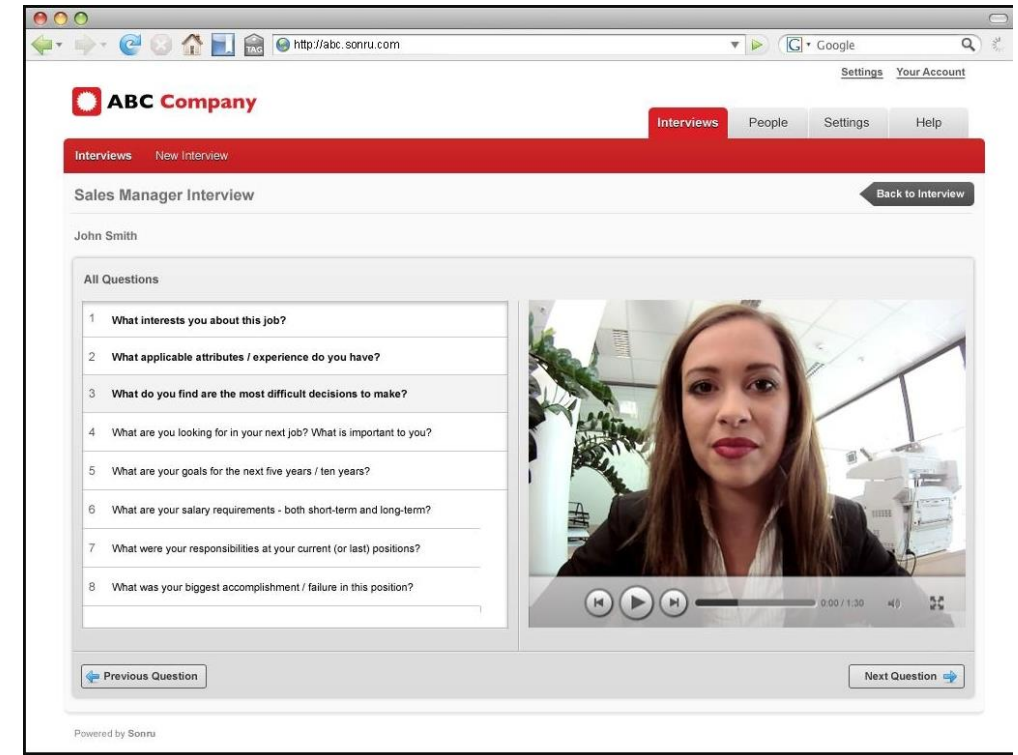


Types of Video Interviews

Type	Platforms
Online Virtual Interview - Live	Zoom, Skype, FaceTime, Google Hangouts or other 3 rd -party video app
One-Way Self Recorded Interviews – Pre-Recorded Interview	Employer emails a link; candidate opens link and participates in the video interview within specified timeframe

Virtual Interview

- ✓ **The Pre-Recorded Interview** differs from the virtual interview in that the candidate is responding to question prompts and is not interacting with a person
- ✓ In some cases the **pre-recorded interview may ask you to solve a problem or address a case study**
- ✓ The candidate will have a time limit to complete each answer
- ✓ For the purposes of this presentation, we will focus on the Virtual (“Live”) Interview



Six Tips for a Successful Virtual Interview

1. Test technology
2. Location
3. Dress for success
4. Body language & eye contact
5. The Interview
6. Practice



Test Technology

- ✓ Download the software well in advance of the interview
- ✓ Test internet connection and make sure your battery is fully charged
- ✓ Practice makes perfect: do training/test calls with your friends to become more comfortable with the App
- ✓ Close any streaming during your interview as it may slow down your connection
- ✓ Conduct a quick test the morning of the interview to verify that the camera and the microphone are working properly



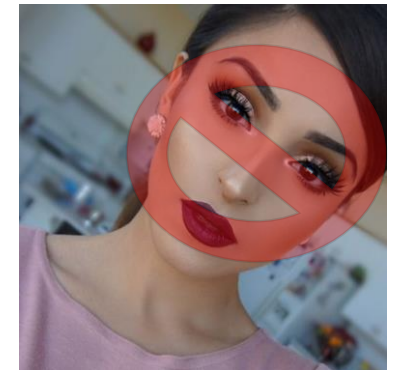
Location

- ✓ Clean, uncluttered background with good lighting
 - ✓ Check what can be seen behind you – it should be neat and simple
 - ✓ Avoid cluttered book shelves or large paintings
 - ✓ Make sure to have a clean desk - notes hidden
 - ✓ Place light behind computer to illuminate face and avoid shadows
 - ✓ Blur and Virtual Backgrounds; No “fun” or “busy” backgrounds
 - ✓ “Touch up my appearance” (on Zoom or other platforms)—Settings, Video, Touch Up
- ✓ No interruptions
 - ✓ Free from pets, phones, noise and family/friends
 - ✓ Make sure you tell your family or friends that you have an interview so that they “DO NOT DISTURB”
 - ✓ Use a white noise machine if you live with others.



Dress for Success

- ✓ You only have one change to make a great 1st impression
- ✓ Wear the same professional attire as an in-person interview
- ✓ Neutral/Dark Suit (Blue, Black, Grey)
- ✓ Make sure your suit is ironed/cleaned
- ✓ Tattoos & Face Piercings - cover them up, or remove face piercing, if possible
- ✓ Nails neat and clean



Dress for Success—Continued

- ✓ Hair must be neat and clean
- ✓ No playing with hair---it's a huge distraction!
- ✓ Opt for “slicking back” for a sleek look
- ✓ Use a professional bun, ponytail or braid
- ✓ If you decided to leave it down, remember to keep it away from the face
- ✓ If your hair is high volume with lots of curls, there are styles that you can use to keep it from being in your face.

Body Language & Eye Contact

- ✓ Interviewers notice body language – avoid distracting gestures
- ✓ Do not slouch, yawn, or fidget – some employers can rewind interviews
- ✓ Set camera at eye level and audio levels beforehand
- ✓ Look at the camera, not the interviewer!
- ✓ Your position- well centered, not too close or far



The Interview

- ✓ Watch tone, rate, volume of speech
- ✓ Do not rush your answers – virtual (pre-recorded) interviews usually have a set amount of time per question
- ✓ Virtual (live) interviews are a conversations so you want to pace yourself and speak slowly and clearly
- ✓ Use a chair with a desk/table (not the couch or bed!)
- ✓ Make sure that you know the Meeting ID and Password and check date of interview, time, and time zone beforehand
- ✓ Be on-time, maybe 5 minutes early



The Interview--Continued

- ✓ Give a “digital handshake”
- ✓ Make sure that the interviewer’s face box (if virtual, live) is close to the camera
- ✓ Let the other person speak, don’t interrupt
- ✓ Non-verbals are important—nods, smiles, hand gestures—in moderation.
- ✓ Acknowledge when you will be taking notes or when you finish answering a question.
You may want to say “that’s all” or “thank you” with a nod to acknowledge that you are done.
- ✓ Don’t be afraid to ask for clarification.
- ✓ Video interviewing is a conversation but don’t be too familiar or relaxed.

Practice!

- ✓ Conduct research on the company and position
- ✓ Explain in detail why you are the best candidate for the specific position to which you are applying
- ✓ Practice behavioral questions
- ✓ Review your resume
- ✓ Record yourself on Zoom
- ✓ Practice with LinkedIn!



Interview Day



Interview Day Action Plan

- ✓ Dress professionally
- ✓ Check internet connection
- ✓ Turn on equipment 10-15 minutes early – test, test!
- ✓ TURN OFF cellphone and landline phones
- ✓ No pets or distractions
- ✓ Follow interviewer's lead
- ✓ Stay focused!
- ✓ Say thank you!



Post Interview



Send Customized Thank You Emails to Each Interviewer within 24 Hours

- ✓ Use a clear Subject Line: *Thank You for Sales Internship Interview – Sam Smith*
- ✓ Keep email 4-8 sentences in length:
 - ✓ Express appreciation for interview
 - ✓ Reiterate interest in position, department, and company
 - ✓ Remind employer of particularly relevant skills and qualifications
 - ✓ Provide additional information that did not get covered in interview
 - ✓ Attach link to LinkedIn or online portfolio



Next Steps



Virtual Interview Practice via LinkedIn



VIDEO INTERVIEW PRACTICE



LOG IN TO LINKEDIN

LEFT CLICK

- JOBS
- TRACK MY JOBS
- SEE ALL QUESTIONS

SELECT A QUESTION

**26 COMMON INTERVIEW
QUESTIONS**

LEFT CLICK

- PRACTICE AND
GET FEEDBACK
- RECORD A VIDEO
- SAVE

SHARE YOUR VIDEO WITH
CAREER COUNSELOR

BE SURE YOU ARE
CONNECTED OR SEND A
REQUEST

LEFT CLICK

REQUEST FEEDBACK

Career Services is Here to Help

<http://www.pace.edu/career-services>

212-346-1950 (NYC); 914-773-3415 (PLV)

careers@pace.edu

- ✓ Practice Interviews
- ✓ Informational Interviews
- ✓ Interview Guidebook
- ✓ Call or email any questions!
- ✓ Stay Connected & Follow Us

GOOD LUCK!



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