

Body Language Matters!

Without the in-person connection, body language is even more important! Avoid slouching or reclining in your chair. Do not fidget with your hands & feet. Also, maintain eye contact through the camera and avoid touching your face.

Test Your Tech

Send instructions on how to use the interview platform several days before the interview and be available for questions. Ensure the WiFi and bandwidth are appropriate for the platform being used. Also, have a plan in place in case of technical issues. We suggest having the candidate's phone number handy.

Practice! Practice!

If time allows, practice your virtual interview. Ask someone to play along so they can offer feedback about your environment, as well as, how you appear and sound.

Remote Interviewing

When a Firm Handshake Isn't Possible



Create a Comfortable & Professional Environment

First impressions count! Select a spot in your home or office that is conducive for an interview. It should be clean, organized, and have an appropriate background. Additionally, be sure to dress appropriately.

Send Materials Ahead of Time

Nothing disrupts the flow of an interview like frantically searching for documents. Send resumes, PowerPoint presentations, portfolios, and any pre-interview resources ahead of time so everyone is prepared and has the necessary things at their fingertips.

Put Your Best Foot Forward

"Face-to-face" can feel different through a camera and may increase your anxiety. Keep things professional as you would in-person. Listen to what the other people are saying, stay engaged, be thoughtful and honest about your responses, avoid saying "um".

Don't Forget What Your Teachers Taught You

Proofread every printed and online document you will be using in the interview. If you are sharing a screen, type slowly and watch for common grammatical and spelling errors.