

# ACE YOUR VIRTUAL INTERVIEW



## Video Call Basics

It still has to be said - consider Zoom best practices. Your voice. Your outfit. Making sure the tech works. Get a friend to do a practice run with you, bonus points if you film it. Make sure your sound is good, your face is accurately portrayed, and there's nothing distracting the background.



## Technical Difficulties

If there's a tech snafu, be prepared to roll with it. Wifi dies. Children enter unexpectedly. What matters is how gracefully you handle it.



## Use Your Home Environment

One way in which WFH is better than in person is that you can have your notes in front of you. Take advantage! Tack up post-its around your screen of salient points to your answers to common questions. Write things down as the interviewer says them so you know what to cover in your answers.



## Practice your structure

Being structured in your answers makes it easier for your interviewer. Get comfortable with different techniques, depending on the role and industry. You can use the STAR method (Situation, Task, Action, Result). Or the rule of three, "tell 'em what you're going to tell them, tell 'em, tell em' what you told them." Basically, you want to give your listener a clear table of contents and summary, so they know what to walk away with.



## Be A STAR Star

Beyond the STAR method, think of your answers like a movie, from setting the scene, building up to the key moment, and then the happy ending. Explain your experiences as a Hollywood star would. Modulate your pitch, build tension, and commit to your story with enthusiasm.



## Active Listening

While we can't recreate being in person, mirroring your interviewer's physical behavior, giving active listening clues like nodding and murmuring assent, really just generally appearing interested is still very important in online conversations. Also, don't mute for this reason unless you have to. No one likes talking into a void!



## Watch For Non-Verbal Cues

In the same vein, look for the clues they are giving you. It's harder when you're not in the room with someone to tell if your answer is going off piste, look for clues of discomfort or gentle attempts at interruptions, like coughs and throat clearing, to tell you that you want to wrap it up. Or ask if you're answering the question they are looking for. It's ok to sync up with the interviewer. Working with fewer non-verbal clues means we have to lean harder on verbal ones.



## Present for Zoom

If you're doing a presentation, remember what it's like to watch them. They are only on your screen, you sometimes can't see the participant's face depending on the technology, and viewers are perhaps even more likely to zone out. Make sure your slides are the right kind of informative and sizing for this environment. No fonts you have to put your nose to the screen to see!