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Tips for a
Successful Virtual
Interview

Mastering Virtual Interviews

With the increasing reliance on technology for interviews, adapting to virtual formats is crucial for both candidates and employers. To ensure a smooth and effective interview, avoid post-interview doubts like:

- "It went well, but I'd need to see them in person first."
- "I think it went well, aside from the interruption halfway through."

For Candidates

◆ Set Up Your Environment
Create a distraction-free space. Turn off notifications, eliminate background noise, and ensure you won't be interrupted.

◆ Dress for Success
First impressions matter, even virtually. Wear professional attire—at a minimum, a business shirt; a tie and jacket are even better. Avoid casual clothing like t-shirts, hoodies, or singlets.

◆ Be Well-Prepared
Research the company, role, and team in advance. If the interviewer spends time explaining things you could have learned beforehand, that's less time for you to highlight why you're the best fit.

For Employers

◆ Manage Time Effectively
Let the interview run its natural course. Cutting it short may leave candidates uncertain about their performance and impact your employer brand.

◆ Prepare Thoroughly
Review the candidate's profile before the interview. Have questions ready and consider requesting work samples in advance to facilitate a focused discussion.

◆ Communicate Clearly
Start with introductions and outline the agenda. If multiple interviewers are present, clarify each person's role. If there are technical issues like poor audio, address them early rather than struggling through.

◆ Mind Your Camera Presence
Look at the camera instead of the screen, and ensure your camera angle is flattering—no one enjoys talking to a close-up of nostrils.

Have a Backup Plan

Technology isn't foolproof. If video fails, be prepared to continue via phone or another platform.
With proper preparation, virtual interviews can be just as effective as in-person meetings!