

With the advances in technology and an organization's interest in reaching a diverse population, it is becoming more common for job searches to expand beyond the "in-person" interview. Many initial interviews now take place via telephone or webcam, Skype, or other video interview software systems. When preparing for a virtual interview, you will follow many of the same steps as an in-person interview. However, there are a few additional techniques to consider before participating in a virtual interview.

TELEPHONE INTERVIEW:

- Be mindful of your vocal tone and pitch since you will not have the ability to see or be seen by the employer
- Breathe and speak clearly to make yourself easy to be heard and understood
- Stay calm on the phone; do not be afraid to take a few seconds to think about a question before answering
- Smile while you speak -- it can actually make you sound more personable
- For a scheduled phone interview, you can use your notes as long as your papers do not make too much noise
- Be aware of the timeframe set for the interview and time your answers accordingly
- Make sure that you are in a quiet space with excellent cell phone reception and minimal distractions

WEBCAM or SKYPE:

- Although this type of interview may feel more casual, it is not. You must act and dress professionally just as you would in an in-person interview
- Maintain good posture, eye contact (look at the camera lens, not the computer screen). Be mindful of your body language and fidgeting
- In advance of your interview, test the camera to view what the interviewer will see. Is the space behind you clean and organized? Remove anything that will distract the interviewer so the focus will stay on you
- Turn off your cell phone and all electronic devices
- Set your alerts or popups to away/offline for any applications or messages. Only the webcam program should be open
- Dress professionally as it can make you feel more confident during the interview and presents a polished image. Loud or colorful patterns can be distracting, so stick with dark solid colors as a safe choice for virtual interview clothing
- Practice using the technology with friends and family to become familiar with its components, test the volume, lighting, and how you appear on the camera

BIG INTERVIEW – ONLINE PRACTICE TOOL:

The Career Center has an online resource called *Big Interview* that provides you with video tutorials and includes software for you to practice virtual interviews. The video tutorials offer tips on how to prepare for interview questions. You also have the ability to record yourself answering questions and playback the videos for yourself and/or send them to a career advisor for critique. *Big Interview* can be found within the Career Center tab in the SHU Portal. NOTE: As of now, Big Interview is only compatible on a computer, not a phone. Recommended Browser: Google Chrome.

PLAN IN ADVANCE:

Prior to the interview (possibly when you are setting up the time for the interview), obtain the interviewer's name and phone number so you can contact them if you experience technical difficulties. The Career Center offers space for your phone or video interviews (based on availability) if you are unable to find a quiet location. To reserve a space, contact the office at 973-761-9355. Please try to call with as much advanced notice as possible.

*For additional advice on virtual interviewing, speak with a career advisor.
Appointments can be scheduled by visiting Bayley Hall room 209 or calling 973-761-9355.*