



## Tips for Virtual Interviewing

### Dressing for the Interview

- Avoid colors that are too dark or too neutral.
- Moderate blues and greens look good on most people.
- Bright colors will look even brighter on camera.
- Go with a solid color, prints can become a blur on screen.
  
- Depending on the angle of the camera, low necklines are too revealing.
- Cover your arms completely as fleshy arms can add weight to your image.
- Avoid too much shine with your jewelry, nothing too flashy or bulky.
  
- Have on appropriate bottoms in case you need to get off camera to do something. We have all heard the stories. Don't be one of them!

### Background and Other Surroundings

- Have a neutral background, free from pictures and art work.
- Avoid doors behind you, especially French doors with windows.
- Choose a well-lit room, natural lighting is preferred.
- Light source should be in front of you and never from behind.
- Light source should also be at about eye level and not coming from below your face.
- Close off light sources from behind.
- Sometimes, it is better to have all the lights off if natural lighting is really good.
  
- Announce to family members that the room you are in should not be disturbed.
- Keep pets from interrupting you.

- Completely silence your phone, don't just turn to vibrate.
- Turn the ringer off on any landlines that are near you.
- Shut down Outlook and any other software that will make a background notification noise.

## Technology

- Do not use a virtual background. Often movement can cause parts of your face, hair, or body to disappear. Rather, go for a very neutral background.
- Set your computer close to router or hard wire it for the best possible connection.
- iPads are ok, but a computer is better. Make sure iPad is steady, propped up, and does not fall or wiggle
- Change your username to your first and last name, not your email address, partner, spouse, child, or college nickname.
  
- The camera should be positioned eye level or slightly higher and directly in front of you. When you look at the camera, it should look like you are looking straight ahead.
- The view should be that your head and upper torso (to just above your elbows) are showing in the screen.
- Dial in by phone rather than using your computer audio if you can. If there are technical glitches, at least it will not affect the audio portion of your answers.
  
- Practice using the software that will be used during the interview. This will ensure that you know some of the main functions, where they are, and that you will not need to download a large file and install it as your interview begins.
- Set up your system, lighting, outfit, makeup and do a few trial runs during the same time of day as your interview.
- If possible test with someone else to make sure all is working correctly or to see if they spot something you don't.
  
- Treat this interview like any other interview. Dress the part and keep your answers succinct. Smile!