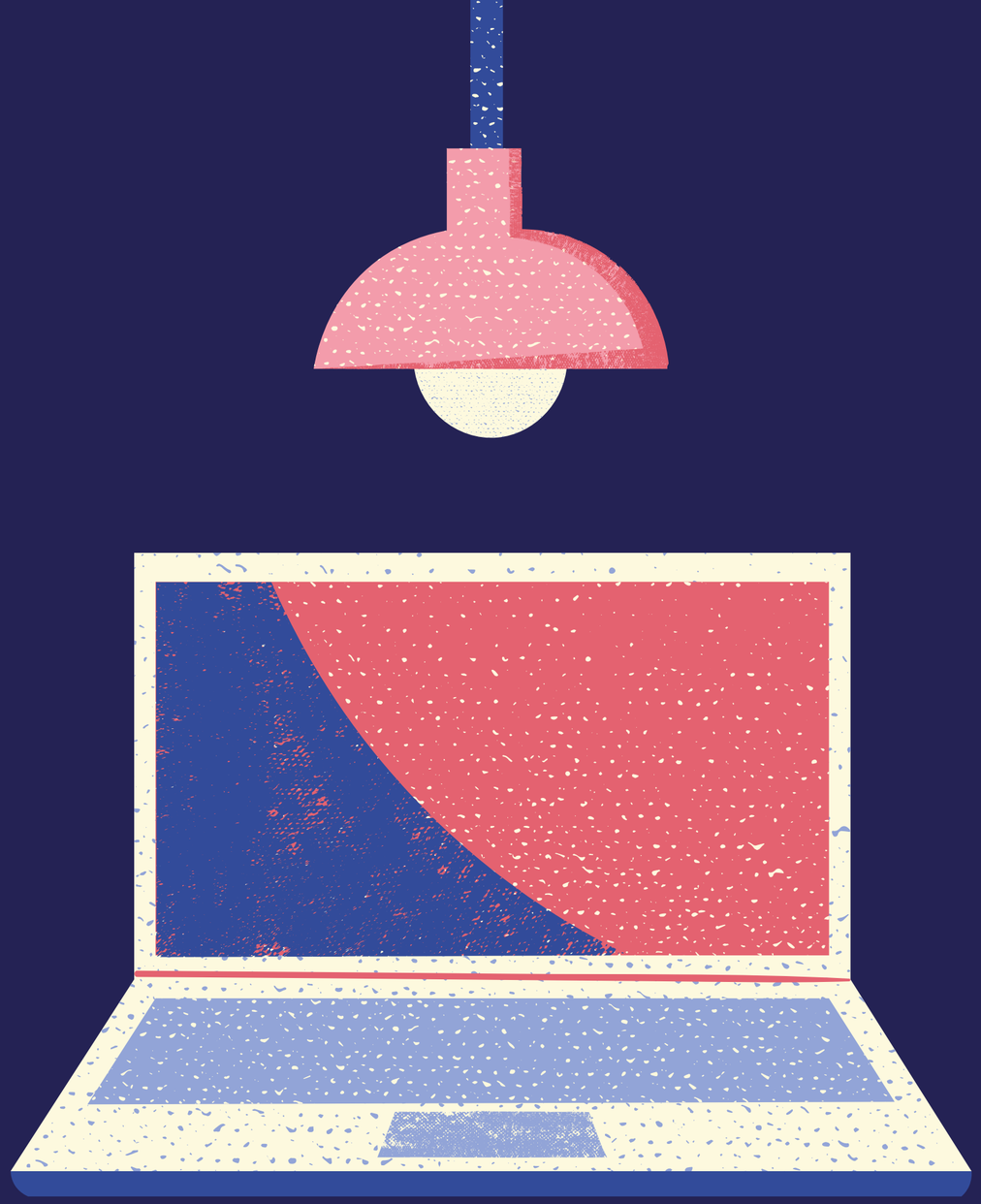
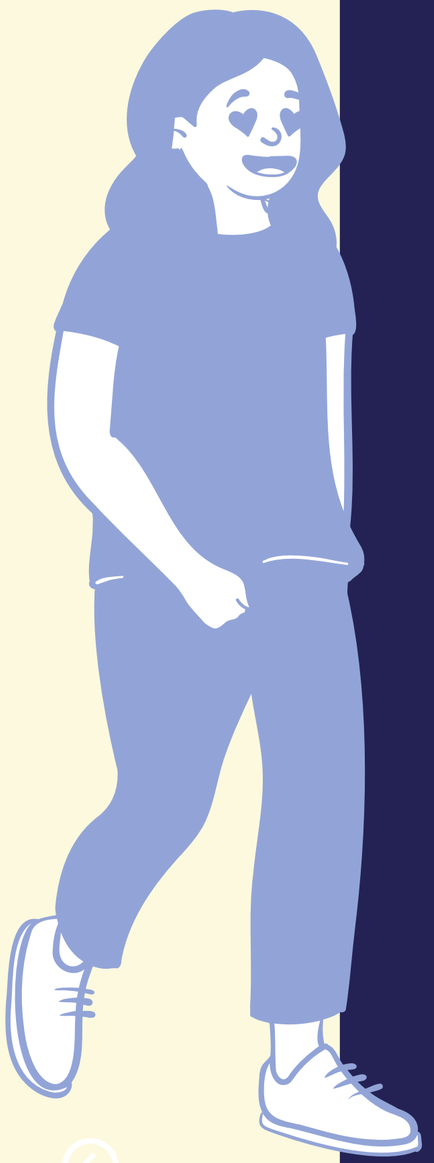


Virtual Interview Tips 2021 edition

Wharton Club of the National Capital Region
Career Mentor Initiative

March 31, 2021

HIRA FERNANDO | CAREERX 2021



Interviews are nerve-racking.

A virtual setting can be a blessing...

Or a veritable curse if you dont't pay attention to a few innocuous-seeming but monumentally crucial elements.

Virtual depends on tech. Tech tends to betray us at the worst moment.

So, things can derail fast and you'll be wishing for the old-fashioned sweaty palms nerve-racking of 2019.

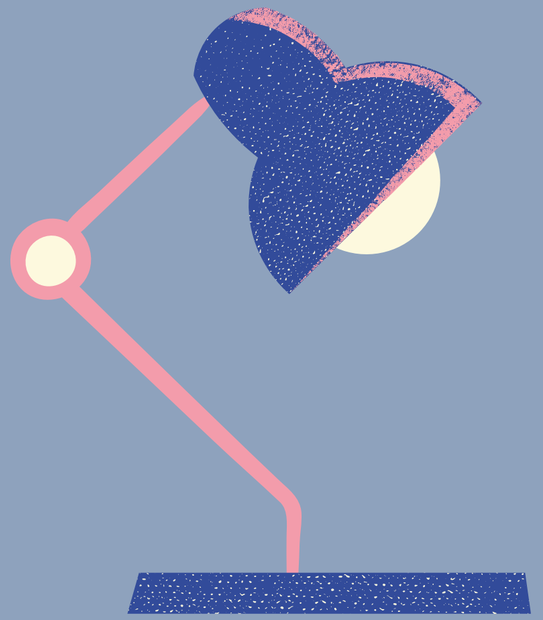
But no cause for alarm. Here's how you nail the virtual job/client/board interview.

Audio

Check your audio quality

Use a Microphone / Headset

If you're cutting out, stop and restart



Lighting and Video

Bright lighting: **natural** lighting, the sun, if possible
Lamps and ring lights go in **front** of you, not behind.

High quality camera for video quality: In-built or attached.

Location and Backdrop

Use a space with a closed door. with no possibility of interruption.

Quiet. No background noise from cars, barking dogs, loud fans

Minimalist uncluttered space of what's visible on camera.

Simple background: wall with a painting, a neat bookcase, or a plant.

Virtual Background

To VB or not to VB, that is the question.

There are pros and cons...

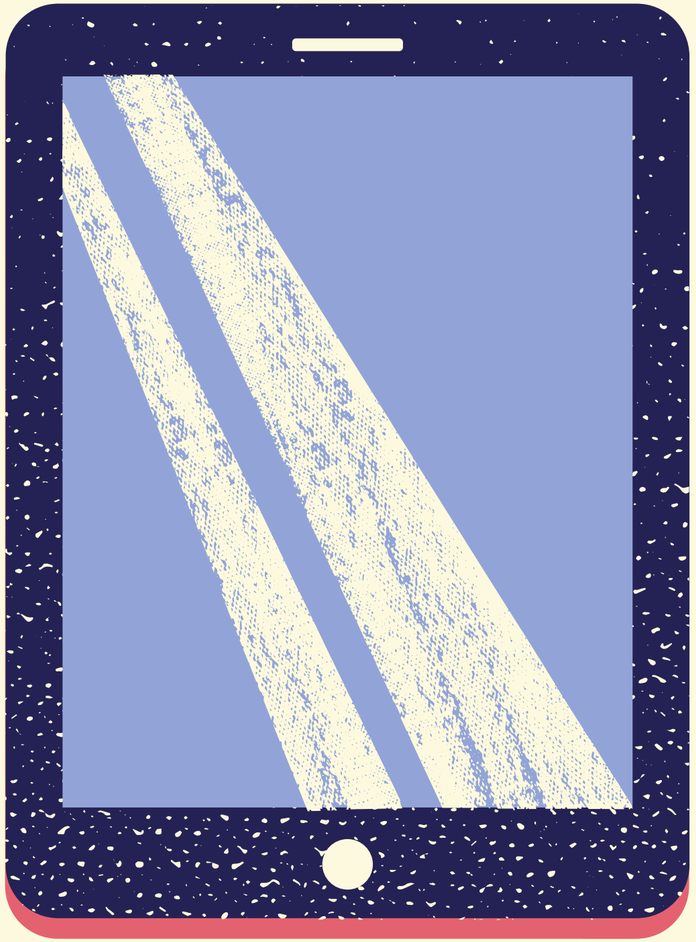
Middle ground: use your real background with the blurring effect feature.

Check all your systems are working.

Is online meeting tool/app loading well?

Strong and stable internet connection?

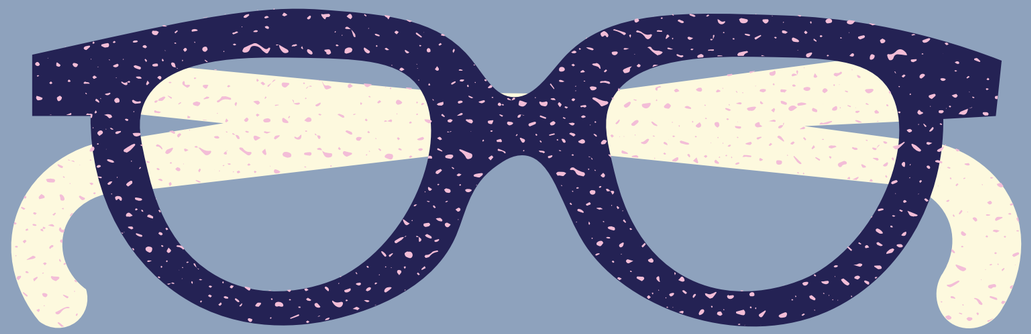
Have your mobile data internet ready in case your wifi connection weakens.



Have a backup (let them know)

A backup is Facetime or Whatsapp on your phone.

If all else fails: phone call. Make sure they have your number and you, theirs.



Dress & Attire

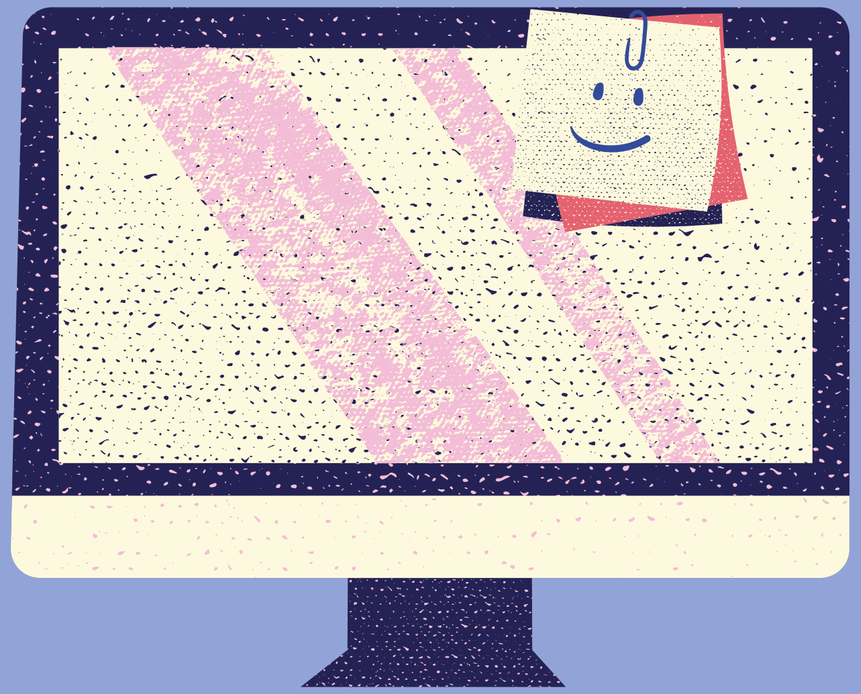
EXACTLY as you would leave the house for an in-person interview.
Professional, smart. No PJ bottoms "because it's off camera"

Choose attire that's flattering on-screen versus IRL;
Make sure it goes with the lighting and background.

Virtual is perfect for "work mode"

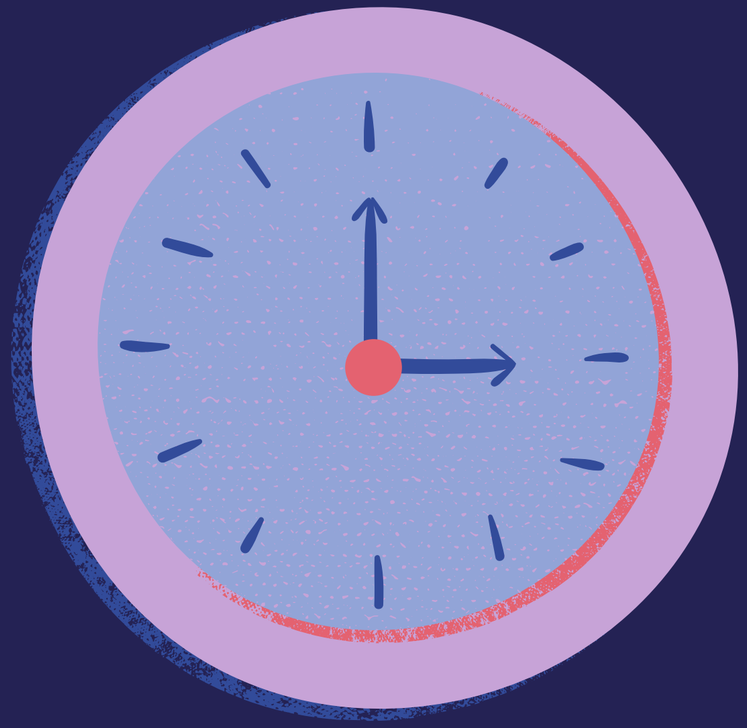
Make sure you can share screen and flip easily between camera and sharing.

Have reference links and documents (resume, work samples etc) ready to share live via the chat function!



Last but not least...
Do a full dry run

There are two reasons for this.
An obvious one and a not so obvious one.



On the day Remember

Your duty and responsibility is to convey - with data, examples, and confidence, - how YOU match to the needs of the job.

What's not within your control is not your responsibility:

- Technology malfunctions
- What they think of you

What makes a great interview?

YOU. Not them.

You own the interview.
The event begins and ends with you.

But THEY own the decision. Irrespective of how you performed.

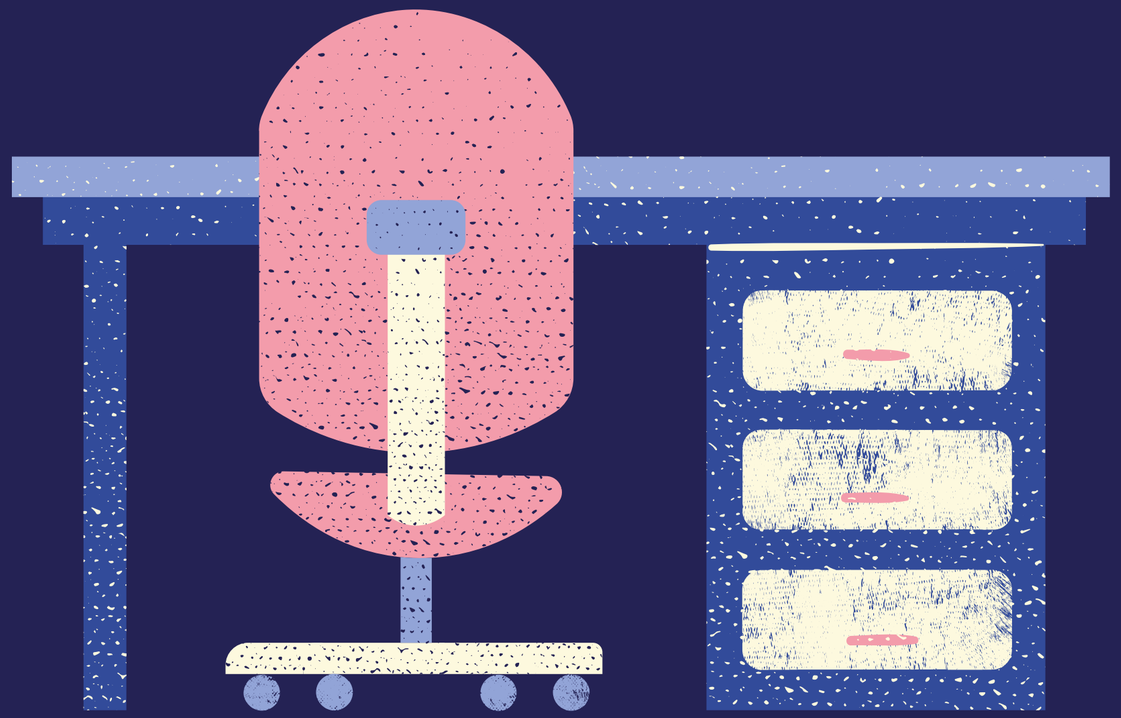
Stay true to your value

Take your time. They may start but you take the reins (eg "First, let me say thank you for having me..."). Wrap up on your terms (eg "Regardless of the outcome, this meeting has genuinely been a pleasure!")

→

But put their needs first

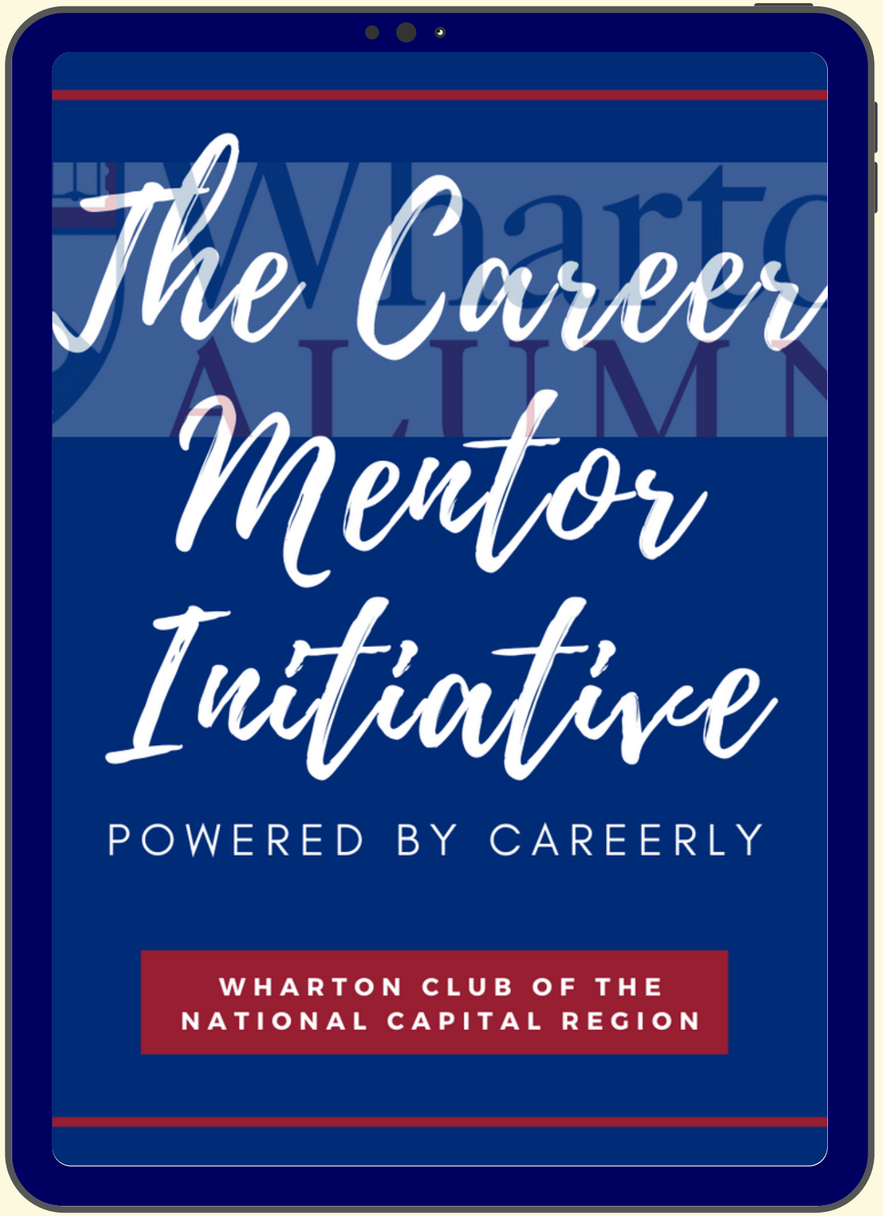
You have one job and only one job: that is to advance the goals of the people on the other side of the desk (or screen). You must show them that you can in fact do that because you have XYZ skills and experience. Be Specific.



Thank you!

Interview Prep continues in future sessions.

Acing Behavioral Interview Questions
Nailing the "So, Tell Me About Yourself"



Any Questions?

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