

# Online Interviewing

More and more companies are opting for virtual interviews by phone, conference call, or videoconference rather than face to face interviews. Online interviews are similar, yet different, than face to face interviews but must be taken just as seriously as traditional interviews. Below are a few steps to guide you with the process of interviewing virtually.

- Find a quiet space for your interview free of disturbances. If you have children, have someone watch them so you are not interrupted during the interview. Keep your cell phone on silent. If in a location other than your home, put a “do not disturb” sign on the door.
- Ensure your interviewing space is professional, by choosing a location with appropriate décor for an interview.
- Practice adjusting your camera height to make sure the camera is positioned correctly. You do not want the camera looking up at you. It should be straight ahead or looking slightly down on you.
- If you are using a designated site, arrive at the videoconference site early to allow time to get comfortable with the technology and ensure everything is working properly.
- Practice speaking slowly and clearly in a well modulated voice. Avoid excessive movements and look straight into the monitor to make eye contact with your interviewer.
- Appearance matters here just as much as in traditional interviews. Dress professionally and avoid bright colors and glittery jewelry. Use correct posture when sitting during the interview.
- You will be asked the same questions as in a face-to-face interview. Knowing information about the company and being prepared for questions is important in order to stand out. Be yourself, concentrate on the facts, and give clear examples.
- End your interview with a smile and ensure that all your videoconference equipment is turned off before making any comments or gestures. And like in any other interview, send a thank you note!

**The Career Services office in Sheridan Hall 214 offers quiet, professional interview room space for your virtual interview. Please reserve a room through Handshake (go to Career Center on the menu bar, and select Appointments) or call 785-628-4260 to reserve a room.**

