

The virtual interview.

Virtual interviews are quickly replacing phone screens and even face-to-face interviews.

Here are some tips to make your virtual interviews go smoothly and effectively:

Set the stage.

- **Check out your visual setting** — your background should be uncluttered, clean, and professional. Make sure light is not projecting from behind you, as it will darken your face.
- **Think about the noise level** — turn off your phone and other electronics. If you are at the office, find a quiet room to use. If you are home, make sure the family won't bother you, and make sure the dogs aren't in the room.
- **Be aware of your proximity** — don't be too close (or too far away) from the camera. A good rule of thumb—the first three buttons of your shirt should be visible.
- **Dress appropriately** — don't wear patterns or the color white as they don't show up well on the screen.
- **Make virtual eye contact** — eye contact on a virtual interview is different than a normal interview. When the interviewer is talking, look at his image on the screen. When you answer, look at the camera.
- **Remember that a virtual interview is a real interview** — first impressions count! Be timely, be professional, and be prepared.
- **Make sure you have the right technology** — if you do not have a camera already built into your computer, you can purchase one inexpensively at any of the larger office supply or computer technology chain stores. You will also need a secure, solid broadband internet connection.

Set up and test your technology.

- If your virtual interview is through an online video conferencing site such as **Zoom, WebEx** or **GoToMeeting**, follow the prompts on the web page. Most providers have an option to test your video and audio settings prior to interview time.
- If your virtual interview is through **Skype**, you will need to download the Skype software onto the computer you plan to use for your interview. Go to www.skype.com and click on "Get Skype for Windows" (or "Get Skype for Mac") and download the free version of Skype. Skype will ask you to create a username and password. It's best to create a professional sounding name. (Gilman Partners' Skype name is [gilmanpartners](https://www.skype.com/people/gilmanpartners)). Click on the "Echo Sound Test Service" and "Call" to test your sound settings. You can also click on "Check Settings" to make sure your microphone, speakers, webcam, and connection are all working.