**Virtual Interview Tips***In the age of technology, it’s rare you wouldn’t have to face at least one virtual interview in your lifetime. Here are some tips and tricks to help you be successful!*

1. Test your technology
2. Set the Scene
3. Practice, practice, practice

**Test your technology…**

* Don’t attempt to figure out the technology piece five minutes prior to the interview. Make sure your laptop is set up and ready to go with plenty of time for troubleshooting.
* If you have a laptop, make sure it’s plugged in. You don’t want to stop the interview to find a power source.
* If you can, find out what video platform you’re using in advance. For Zoom, Skype and any other platform, you may have to download the software to your computer before signing on to the meeting. If the interview will be via a FaceTime call, you’ll need an Apple product (iPhone, iPad or Mac).
* Test your technology, especially if you’ve never used it before. Skype a friend, set up a Zoom call with your family. Try it a few times, make sure you’re comfortable using it and are familiar navigating the different features. This will help you feel confident the day of the interview.

**Set the Scene…**

* It’s really important to have a professional “backdrop” during the interview. A messy house, dishes in the sink and clutter on surfaces can be distracting.
* Try a few different settings and test what will look best in the background. Walls, bookshelves or a home office is typically best.
* Minimize all distractions. If you live with others, be sure you won’t be interrupted during this time. Turn of your cell phone, get rid of notifications on your computer and make sure you’re set up in a quiet place so you can focus on the interview. If you have pets, it may be best to keep them in a different room during this time.
* Feel free to have your resume, documents or anything that may help you during this interview on the table next to you. A notepad and pen may also be helpful, in case you need to take notes

**Practice, practice, practice …**

* Practice makes perfect! Like you would for an in-person interview, the best way to feel prepared and confident is to practice. You can do this with a friend, roommate or partner. You can also practice your responses to common interview questions on your own or in the mirror.
* Be sure to have a few questions for the interviewer prepared. You can do this by researching the company, the job description and being curious about the position you’re applying for.

**Good luck! You’ve got this!**