Office of Career Services
Virtual Interviewing Guide

Students are advised to consider and test the following when it comes to virtual communication:

LOGISTICS:

- Date and Time, including the time zone
- Type of interview: Live vs. pre-recorded (1 try vs. re-recordable)
- Platform: Video, audio, & presentation setting options
- Technology: Bandwidth, webcam, microphone, audio/speaker, and tablet vs. PC

TEST THE TECHNOLOGY: Ask your interviewer if you can test the system before the interview date

- Webcam: built-in, external, Go-Pro options
- Microphone: built-in or external options
- Audio/Speaker: built-in or external options (Note: stay away from the use of headphones to increase professionalism)
- Tablet vs PC: some programs and softwares will only run on specific systems with certain updates

CONTROL WHAT YOU CAN: Eliminate distractions and focus in the interview

- Location: find a location that is well lit, free of distractions, and professional (including silencing your phone)
- Dress: dress just like you would for an in-person professional interview (head to toe)
- Eye contact: make eye contact with your webcam, do not look at yourself or the interviewer
- Body language: body language and non-verbal communication are hard to tell through virtual communication; practice good posture and nonverbal cues
- Back-up plan: have a spare laptop or tablet prepared in case your main piece of technology malfunctions or fails
- Relax: there will always be things you can't control; breathe and be confident in yourself by smiling!
- Follow-up: follow up just as you would for an in-person interview (email a thank you note to each interviewer within 24 hrs. of the interview)

PRACTICE: Before your interview, practice with the employer's interview platform if possible or with Quinncia*

- Gather all interview materials as if it were the real interview
- Practice listening, nonverbal cues, looking at the webcam, and speaking to the webcam even with no one there
- Have your own questions prepared for the interviewer, even if it's a pre-recorded interview
- **Quinncia***: UT's Mock Interview Platform. Supported by artificial intelligence and a built in applicant tracking system. Upload your resume and practice interview questions online. Email Jin Kim, Career Readiness Coach at jwkim@ut.edu for access.

ADDITIONAL RESOURCES:

- **Professional Dress**: Check this out to learn about examples of professional and business casual attire.
- **Interviewing Guide**: A guide to help you prep for your next interview. Review our sample interview questions in the Job Search Toolbox listed in this same section.
- **Follow-up Correspondence**: Nothing is more important than staying connected with potential employers and professional contacts. Use this guide to develop a "thank you" email or note as well as learn about the "Rule of Three."

APPOINTMENTS: Please schedule all appointments through ut.joinhandshake.com.
Starred resources are not available via the Job Search Toolbox