

# HOW TO: NAIL YOUR VIRTUAL INTERVIEW

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Companies utilize web-based video technology to interview candidates. Some organizations employ virtual interviewing in the first round, while others conduct their entire interview process online. Virtual interviews can be performed in real-time with a hiring manager via platforms such as Zoom or Microsoft Teams (synchronous virtual interviewing), or candidates may be asked to complete a pre-recorded interview to submit through platforms such as HireVue (asynchronous virtual interviewing). Regardless of format, you must be prepared to impress in a virtual interview!

## **TECHNOLOGY**

- Select a location with a strong, reliable internet connection (wired if possible). You may be able to reserve space in the Career Center if available.
- While some systems are smartphone-friendly, we recommend a desktop, laptop, or tablet with a stand. You want a steady picture and your hands-free to gesture (but not too much).
- Camera placement is vital. The camera should be directly at eye level with enough distance so that your head and shoulders are in frame. Prop up the computer if necessary. It should appear that you're facing the interviewer head-on.
- Do a practice run. Test the technology, microphone/sound quality, and internet connection several times before the actual interview. Connect with family, friends, or a career counselor to practice. Leave nothing to chance!

**TIP:** Have a back-up plan. No matter how well you prepare, sometimes technology can fail. If it's a real-time virtual interview, be sure to get the phone number and email of your interviewer in advance just in case.

## **ENVIRONMENT**

- Select a quiet, distraction-free zone to conduct the interview. Plan ahead to avoid potential loud noises or interruptions.
- Choose a professional and clutter-free backdrop or a virtual/blurred background depending on the platform. A bare wall or orderly bookshelf is appropriate; your unmade bed or poster-filled wall is not. While unintentional, an employer may make judgments based on what they see behind you.
- Lighting is important. Avoid casting your face in shadow. Place a soft light source directly in front of you.

**TIP:** The Career Center's Employer Engagement Suite is available to reserve for your upcoming virtual or phone interview. Interview room bookings are limited to one- or two-hour timeslots and can be reserved one week in advance of your interview on a first-come, first-served basis. Please contact the Career Center at 610-519-4060 or visit our website to reserve.

## **PRACTICE & MAXIMIZE YOUR EXPERIENCE**

**RESOURCE:** Big Interview ([villanova.biginterview.com](http://villanova.biginterview.com)) is a virtual mock interview tool that combines training and practice to help you improve your interview techniques and build confidence. It's great for preparing for your next virtual interview!

- Log-in using your Villanova email address to practice general and industry-specific questions (Consulting, Graduate School, Financial Services, Engineering, etc.).
- Video record your responses, review tips on how to approach specific questions, and share your video with a career counselor, mentor, and others to gain valuable feedback.