

√-List: Tips for Traditional/Virtual Interview Preparation

- **Prepare yourself.** Research the company. Have easy to read/handle note cards in front of you.
- **Be punctual**—even a little early—for unexpected log-in situations. Have the meeting invitation ID available to access the virtual meeting. Driving directions if in person.
- **Test the technology** – before the appointment time. Check the four components: audio, camera, internal connections, and video platform.
- **Be familiar with the interview software** – Zoom and others have website instructions that are easy to follow. A pre-interview review might be helpful to put you at ease.
- **Check your environment** – Select a quiet place with good lighting and calm background: professional and uncluttered.
- **Check appearance** – Dress professionally. Hair groomed. Minimal jewelry – no dangles (earrings, necklaces, bracelets). Solid clothing. Make-up in place. If in-person interview, don't have a handbag the size of luggage. Note: If available on your system, enable “Touch Up My Appearance” for a silky, soft skin-smoothing focus.
- **Speak clearly.** Use your inside voice.
- **Sit straight with the body slightly tilted forward** - Display a listening and attentive position. In-person, keep feet on the floor. No swinging.
- **Look into the camera.** Eyes focused on the interviewer.
- **Keep** hand and body motions minimal. Don't play with papers or pens. Don't
- **Pause** for a moment before you pick up the conversation to avoid a “speak-over.”
- **Answer** the question asked. If you don't understand the question, say so. After the answer, add information if right for the topic.
- **Check** for full contact information should you need to reach the interviewer.
- **Ask** for the next steps: 1) is more information needed? 2) when is a hiring decision to be made? 3) other questions you may have.
- **Thank** the interviewer.
- **Disconnect.**
- **Send** follow-up letter.