

UCSB Virtual Interview Tips (15 .ppts)

- ✓ Test and Prepare Your Technology
- ✓ Create the Optimal Environment
- ✓ Troubleshooting
- ✓ Create the Optimal Environment
- ✓ Virtual Meeting Etiquette
- ✓ Have a Great Virtual Interview!

Test and Prepare your Technology



Check and double check

- ✓ **Before** your initial interview find out what application will be used and install it prior to interviews. Teams and Zoom are commonly used.
- ✓ Test that the app is working. You should be able to join and leave the meeting at any time.
- ✓ If you are using a laptop, phone, or tablet, fully charge your device prior to the interview.



Check and double check

- ✓ Confirm that your webcam and microphone work properly in the chosen application.
- ✓ Test your internet connection to ensure it is strong and working.
- ✓ If using headphones, make sure they are connected and selected prior to the start of the interview.



Troubleshooting



Don't panic!

- ✓ If you experience technical difficulties during your interview, close the app and re-join.
- ✓ On Teams, if you still have trouble connecting, dial in from your phone using the toll-free number in the interview invite. Most applications have this option.
- ✓ If you are still unable to connect after following the above troubleshooting steps, email or call your recruiting contact immediately.



Create the Optimal Environment



Conduct your interview in a well-lit and quiet environment that is free of distractions



Unorganized, messy desk that is full of distractions



Well-lit, organized desk that is free of distractions

Tidy up your surroundings

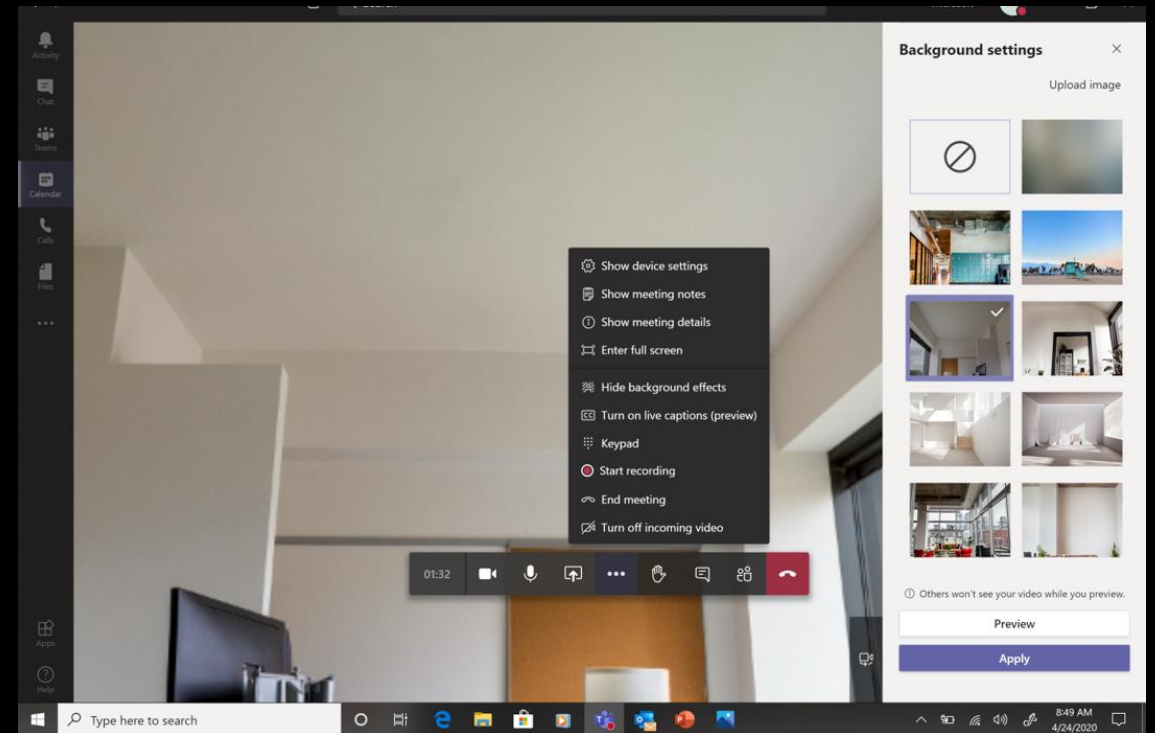
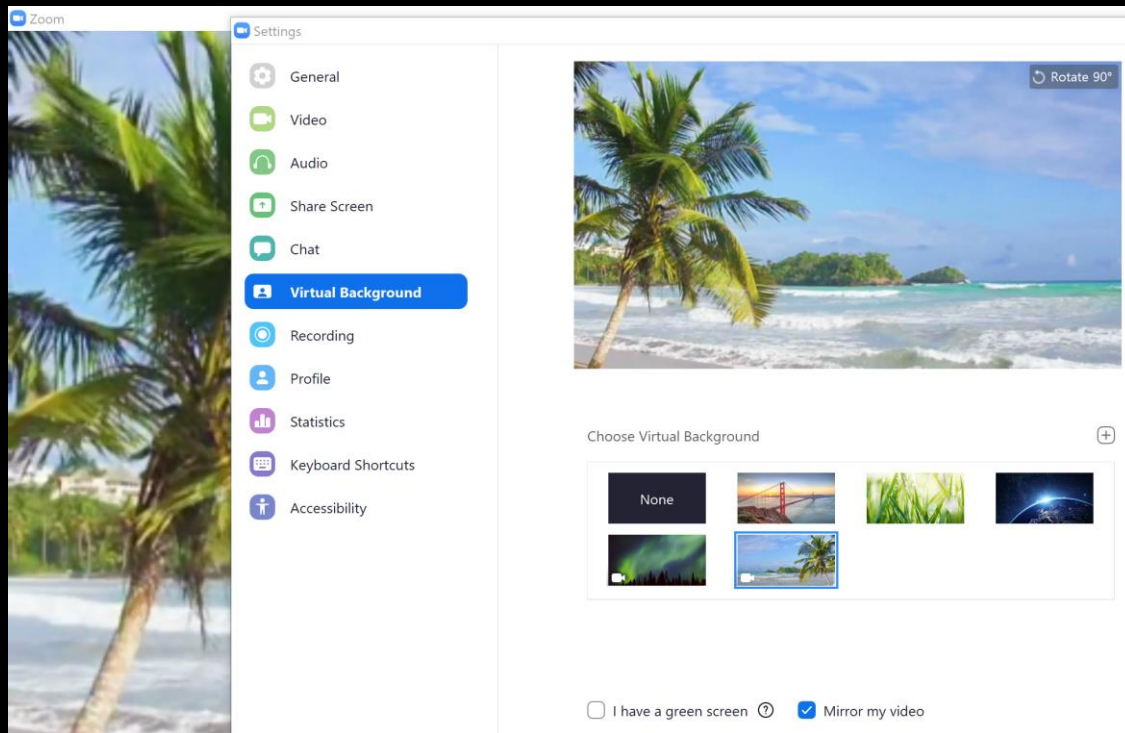


Dark room that is unorganized



Well-lit room that is well organized

Consider using a background effect to help instantly organize a messy room



If you are not using a virtual background, be cognizant of what is in your background. Is there artwork or other items that you would not want your future boss to see?

What to wear during the interview



Examples of business casual attire

Swimwear

Pajamas

Athletic wear

Loungewear

Not business casual attire,
not recommended

If you're not sure what is appropriate for the company you are interviewing with, ask your recruiter.

Virtual Meeting Etiquette





Switch your other devices onto silent mode or turn them off.
Have your phone handy in case your interviewer has technical difficulties
or needs to reach out via phone or email.

Tips for during the call



Join the call a few minutes early

Even though you checked your technology before the interview, make sure it is still working smoothly when your interview is about to begin.



Try to eat a snack before your virtual interview

Eating during your interview will distract the interviewer from your brilliance.

Drinking water, tea, coffee, etc. during the call is fine.



Be mindful of interrupting

There may be a delay in the call due to bandwidth or other issues. Try to ensure the other person has finished their sentence or question before responding.



Stay present

It may be tempting to check email or some other distraction during the interview, but don't do it!

In Conclusion: Have a Great Virtual Interview!

