



DURING THE INTERVIEW

TIPS FOR VIRTUAL INTERVIEWS

- Be sure that your username or handle is professional and make sure your profile picture is appropriate
- Ensure that you are in a quiet, well-lit location with a solid internet connection
- Close other applications on your computer especially if they might make noise during the call
- If you are using a laptop, be sure that you are plugged into an outlet
- Dress professionally like you would for an in-person interview and avoid wearing patterns like stripes, hounds tooth or gingham. They have an odd effect on the camera that can be distracting.
- Be sure your background is not cluttered or distracting to the interviewers
- Look directly into the camera, not the screen because it gives the impression of making eye contact
- Be sure that the camera frames your face, shoulders, and hands
- Body language and nonverbal cues are important, so you want to be sure that the upper half of your body is visible
- Smile and try to keep a pleasant facial expression for the duration
- Use your notes sparingly
- The interviewer can see your eyes, so it is important that you are not obviously reading from your notes
- Treat the interview as if it were in person, show your personality
- Test your technology ahead of time
- Internet connection, good camera angle, microphone quality, lighting, headphones are fine
- Address any technology problems immediately

 **Career Tip!** [7 Tips for Nailing a Virtual Interview](#)

TIPS FOR IN-PERSON INTERVIEWS

- When entering an interview room, shake hands, make eye contact, and introduce yourself to every individual in the room.
- Use titles such as Ms., Mr., Dr., etc. unless prompted to do otherwise.
- Speak clearly and deliberately at a conversational speed. You may need to slow down.
- Give yourself some space to think about the question before jumping in to an answer.
- Be sure to demonstrate enthusiasm, confidence, and genuineness in your tone.
- Maintain eye contact with interviewers.
- Sit up straight in your chair. Don't lean too far forward or too far back.
- Be confident, friendly, and sincere.
- Turn off your cell phone completely.
- Arrive approximately 10+ minutes early.
- Bring a few copies of your resume on resume paper to provide to interviewers.
- Dress polished and professional for your field.
- When exiting the room, shake hands, make eye contact, and thank each of your interviewers.



RESPONDING TO INTERVIEW QUESTIONS

When answering interview questions, your answers should typically be 30-90 seconds. Think of your responses to those questions as opportunities to share who you are and what you could bring to the organization, as it relates to the job. When responding to questions:

- Touch upon aspects of your skill set, education, and experience that are relevant to the position you are applying for. In addition, offer examples.
- Understand that everything on your resume is fair game. Be able to talk in-depth about those experiences.
- If a weakness or an area of development comes up during the interview, explain how you are improving and developing that skill set.
- When outlining your career goals be sure they align with the position and organization you are applying to.
- Ask your own questions about the organization, position, training, and working environment- doing so shows genuine interest.
- Request that your interviewer clarify their question if necessary or inquire whether you've fully answered their question.

 **Career Tip!** [5 Tips to Calm Your Interview Nerves](#)

ASKING THE INTERVIEWER QUESTIONS

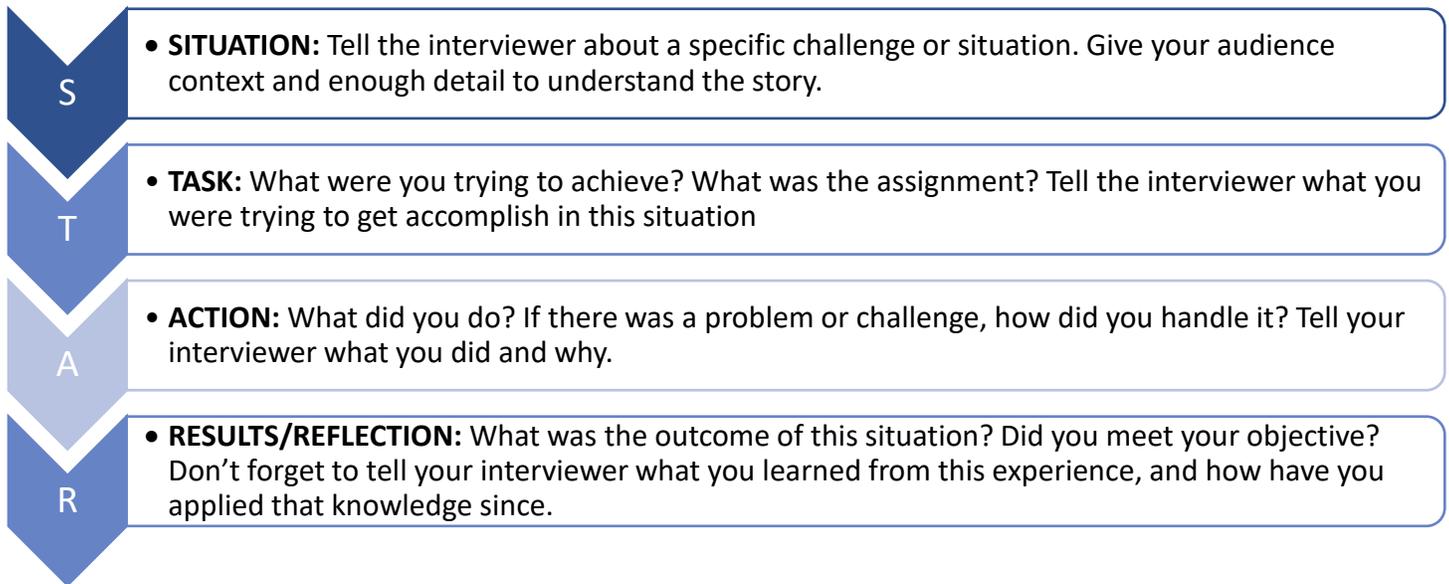
Asking the interviewer questions is an opportunity to demonstrate your knowledge and enthusiasm in the organization. Interviewers appreciate and expect questions. Also, think about what you wish you knew in past positions. Here are some tips regarding questions for the interviewer:

- Ask open ended and intentional questions to determine if a job is a good fit for you.
- Ask questions that help you align your values with the organization's values.
- Review the website to generate ideas, but do not ask questions explicitly answered on website.
- Avoid asking about salary. It is the interviewer's job to initiate conversations regarding salary. It may not even be discussed during the first interview.
- Ask about supervision style and how they measure success.
- As a final question, ask for the interviewer's contact information, such as a business card, if you do not already have it. This will allow you to send a thank you email after your interview.



S.T.A.R. METHOD

The **S.T.A.R. Method** is a technique for answering questions that helps you structure your answers in a way that gives the interviewer all the relevant information about a specific qualification for a job. Consider using the STAR method for situational questions, behavioral questions, or questions that prompt you to recall a problem.



PRACTICE

The best way to feel more comfortable during an interview is through intentional practice. Fortunately, the Career Connections Center can help! Make a Career Planning Appointment to practice with a Career Connections Center career coach through [Gator Career Link](#).