

12 Tips for Successful Video Conference Interviews

✓ Be Prepared

1. Research the company and the position.

By searching online, you can find out a lot about what they do and who their customers/clients/donors are. Google search the position online - what does it pay and what responsibilities are involved? What does it say about the job on the company's website?

2. "Tell me about yourself."

You know they're going to ask you, so be ready for it!

3. They can see you from the waist up!

You should be well-groomed, and dressed for success. Look like you take the interview--and the job--seriously!

4. Be sure of the time and online location.

Make sure you've got the interview link and have installed any apps that you'll need - and do it well ahead of time!

✓ Be Present

5. Have questions ready.

This shows that you care about the details, and that's a good sign to the interviewer.

6. Have your resume in front of you.

Make reference to it, and be ready to email it to the interviewer if you've added anything new since the version you submitted originally.

7. Think about the setting.

Find an appealing, but not distracting, background. A bookcase or artwork is nice, but make sure what the interviewer can see is appropriate and not controversial. Eliminate the possibility of any distracting noises from the TV, radio, roommates, and pets. You want the focus to be on you!

8. Make eye-contact throughout the interview.

Look at your camera, not at your own screen. And don't get caught checking your phone! Silence it and put it out of view.

9. Use your laptop or a desktop PC for the interview.

Yes, all the online meeting tools have smartphone-version apps, but you don't want your image to move or shake. Remember, it's an interview, not a selfie!

✓ Be Remembered

10. Don't swear, bad-mouth former employers,

or bring up any political, religious, or cultural topics. Enjoy the conversation, but remember, you're speaking with a potential employer. Speak clearly, use complete sentences, and avoid using slang.

11. Don't ask "How did I do?"

or ask if he or she is still interested in you or how you compare to other applicants.

12. Send a thank-you note.

Quickly afterwards, send an email thanking the interviewer for their time and for giving you the opportunity to learn more about the company and the position. Express your interest in the job and say you enjoyed speaking with them. Make sure to start with their name; don't just launch into the body of the email. And end with "Thank you" again, and then your full name and mobile number in your email signature. Want to really stand out? Follow up with a handwritten note.

For additional tips and resources on interviews and more, please refer to the *Student Resource Booklet* on the Resources page at CenterforGrowingTalent.org.