Ace the Virtual Interview!

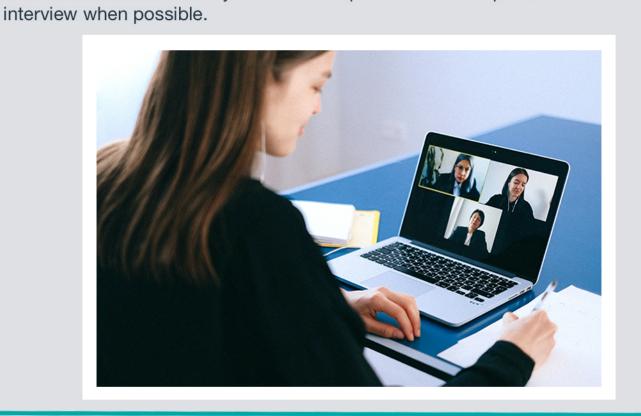
Your Virtual Interview Checklist

	Setting
	Choose a quiet, private location where you will not be interrupted or distracted
	Put your camera in front of a window or other light source so the light and the camera point toward you; make sure there is no bright light source behind you causing a glare
	Adjust the camera to eye level or slightly higher to capture your best angle
	Create a minimalistic background that is clutter free, clean, and organized
Preparations	
	Confirm your interview date and time is correct, taking time zone into consideration
	Install interview platform, applications, and plug-ins the day before your interview
	Test your equipment: Microphone, Speaker, Camera, and Internet Connection
	Get familiar with the platform so you know how to troubleshoot quickly if needed
	Practice with a friend, family member, or Big Interview (unthsc.biginterview.com)
	Create a professional sounding username (preferably your full name as it's presented in your application documents) for all interview platforms you will be using to interview and communicate with.
	Print your Resume/CV/Application Information so that you can easily reference it during the interview; also have an electronic copy available in case you can screen share
	Gather a list of insightful questions specific to the organization/position to ask and have them easily accessible during the interview
	Have paper and pen ready to take notes
	Silence your cell phone and email notifications on your computer
	Clear your computer screen from any other open programs such as Email or Web Browsers.

Take a deep breath, you can do this!

Presentation

	Dress professionally top to bottom, even if your lower body may not be on screen
	Practice good body language and posture
	Maintain eye contact with your webcam
	Be yourself—relaxed and authentic with focus making it easier to connect with th interviewer without appearing too mechanical and "rehearsed-sounding"
	Don't forget to smile!
	Arrive on time -give yourself 10-15 minutes to log on and prepare before the interview begins
	Post interview, send a thank you email to each interviewer for their time.
П	Send a handwritten thank you note with specific reference points from the



HSC Career Center

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Schedule a Mock Interview with us at https://unthsc.gradesfirst.com/