Virtual interviews are becoming more common in the workplace. Companies are increasingly forgoing traditional in-person job interviews in favor of those conducted online via video technology. It helps to better and more quickly connect with candidates and generally involves a virtual face-to-face interview or a recorded interview with a set of predetermined questions. See virtual interview tips below, and meet with a Career Coach to better prepare for your interviews.

## Types of Virtual Interviews

### Live Video Interviews
A live video interview is a virtual face-to-face interview with one or more interviewers.

You will speak to and see your interviewer in real time. This form of interview would be done through Skype or a similar program. You will have a conversation and answer questions just like a normal interview, except that it will not be in person.

### On-Demand Interviews
An on-demand interview is a virtual interview that gives you the opportunity to record your answer to a preset list of questions.

Employers are increasingly using third-party software, such as InterviewStream or HireVue, to conduct their first-round interviews. With this type of interview, you may not interact directly with another human being at all, but instead record your answers to their questions on video through the third-party software. This recorded video will then be reviewed later by employers.

## Virtual Interviews Tips

### General Tips
- Log in early. Set up and test your camera, connection, and microphone on a fully charged computer. Make sure you have a charger with you and access to an outlet.
- Consider your lighting, positioning, and background; avoid sources of bright light (e.g., windows) directly behind you, and instead face your light source.
- Ensure you are in a quiet space with a plain background (blank wall, if possible), free of distractions and noise. Students may reserve a room (subject to availability) at McCombs by calling or stopping by the Ford Career Center (512-232-3770, GSB 4.114).
- Practice on BigInterview, BBA Career Services’ virtual mock interview platform.

### Making a Positive Impression
- Dress exactly as you would if you were meeting for a traditional face-to-face interview (BBA Career Services always suggests business professional for interviews).
- Maintain steady eye contact and always look at the camera, not the screen. Listen carefully, and smile and nod as appropriate.
- Exude confidence by maintaining good posture. Sit up straight and lean forward slightly towards the camera to appear interested and engaged.
- Be conversational and attempt to establish a rapport with your interviewer, which may be a bit harder to do in these situations.

Refer to the Interviewing Techniques guide for more information on answering different types of questions and preparing for interviews.

## After the Interview
- Promptly follow up with a thank you email that reiterates your interest in the position. It is a good idea to write the thank you email or at least make notes of the interview conversation right after the video interview for a fresh account of what was discussed in the interview. As with an in-person interview, thank you emails should be sent within 24 hours.
- Send materials or documents requested by the employer immediately.