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, practice on Big Interview, and meet with a Career Coach to better prepare for your interviews.

**TYPES OF VIRTUAL INTERVIEWS**

There are two types of virtual interviews: live video interviews and on-demand interviews. Confirm with your recruiter which type your interview will be.

**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 is done via Skype, Zoom, BlueJeans or other video conferencing software. You will have a conversation and answer questions exactly as you would in an in-person interview.

**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.

These interviews are most often first round interviews, using third party software such as InterviewStream or HireVue. You will not interact with another human, but will record your answers to their questions on video through the third party software. This recorded video will be reviewed later by employers.

**BEFORE THE INTERVIEW**

- Confirm that your webcam works properly. We recommend a USB headset or earbuds, but if you don’t have one, be prepared to mute your microphone when you aren’t speaking to avoid noise interference.
- Download the interview software in advance and check the connection. Ensure you have the recommended browser installed on your computer.
- Your interviewers might be located in a different time zone and send the invite for their local time; double check the time zone of your interview and ensure you reserve the time on your calendar in your local time zone.
- Consider your lighting, positioning, and background (a blank wall is ideal, if possible); 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, free of distractions and noise.
- Practice on Big Interview, BBA Career Management’s virtual mock interview platform.
- Dress exactly as you would if you were meeting for a traditional face-to-face interview.
- We recommend business professional attire for all interviews. Please reference the Business Attire Guide for more information on interview attire.
- Minimize distractions. Close other computer programs and browser tabs.

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

DURING THE INTERVIEW

• Log in 10-15 minutes early. Set up and test your camera, connection, and microphone on a fully charged computer. Make sure you have a charger and access to an outlet.
• Email your recruiting contact immediately if you are unable to connect, or if the interviewer does not log into the interview at the agreed upon time.
• 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.
• Do not worry if you sneeze, an ambulance goes by behind you, or something unexpected happens! Simply excuse yourself and move on.
• Don’t type on your laptop during the interview (even if you are just taking notes). The interviewer will notice and it may also create noise interference or feedback.
• Some on-demand interviews may have specific parameters (time limits to answer the questions or a maximum number of attempts), and this can vary from company to company. Read the instructions carefully so you know how long you have to answer the question and how many attempts you have.
• If you lose connection during the interview, don’t panic. Close your web browser, re-open it, and click on the interview invitation to reconnect. If you are doing an on-demand interview and your partially recorded response was submitted, complete the interview and notify the company about the connection.

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.

BIG INTERVIEW

Big Interview is an online tool that you can use to practice and develop your interviewing skills. Practice an interview and record and save your mock interviews. The practice interview questions are specific, customizable, and available 24/7. Big Interview offers both behavioral and competency based questions, as well as industry-specific and questions specific to recent graduates.
Big Interview offers extensive video curriculum on topics that range from basic (e.g. “Acing Common Questions”) to advanced (“Problem Solving Questions” and “Negotiation Strategy”).

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