



Preparing for the Virtual Interview

[Division Of Career Pathways](#)

Agenda



TYPES OF VIRTUAL
INTERVIEWS



KEY STRATEGIES



INTERVIEW TECHNIQUES

Types of Virtual Interviewing

Phone

Asynchronous

Synchronous

Key Strategies for Virtual Interviews

- Consider an artificial background
- Practice & Rehearse
- Life happens, be flexible
- Mute is your friend
- Keep notes nearby
- Eye contact with camera
- Check your username
- Keep your cell nearby (& silent)
- Smile early & often



Before the Interview



Self-Assessment



Research
Company/Job



Dress
Appropriately



Prepare Materials/
Screen Shares

During the Interview

- Remember to breathe
- Give examples & be specific
- Monitor volume, clarity, & rate of speech
- Quantify, when possible
- Always be positive
- Be mindful of "ums" and "likes"



Non-Verbals

Smile & Eye Contact

Body Posture/Language

Active Listening

Be Polite to Everyone



Behavioral Based Interviewing

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S(T)AR Technique

Situation

(Task)

Action

Result

Learn

Tell me about a time when you took a leadership role.

Situation	Action	Results	Learn
<p>Last year I was the VP of Membership for the American Marketing Association.</p>	<p>During the fall quarter, I developed and implemented a marketing campaign to increase awareness about our club on campus and grow our membership. I organized outreach tables, made announcements in management classes and sent out weekly emails to publicize our events.</p>	<p>As a result, we doubled our membership from 25 to 50 members over the course of 4 months.</p>	<p>What I learned from this experience is marketing is effective not only via email and online, but for students, incredibly effective to meet them where they are and to take the initiative to try something new. This is something I can and am eager to do as a Campus Brand Ambassador for your company.</p>

Ask Questions



Build

- Build upon your research about the company

Clarify

- Clarify duties & responsibilities

Avoid

- Avoid salary & benefits questions

Closing the Interview



Reaffirm your interests & strengths



Determine next steps in the process

After the Interview

- Send thank-you note(s) within 24 hours
- Reflect on interview

Thank you!





Practice, Practice, Practice!

Additional Ways to Connect



One-on-One Appointments
through Handshake



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