

How to prepare for a Virtual Interview

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TALENT BEYOND
—BOUNDARIES—

HOW TO PREPARE FOR A VIRTUAL INTERVIEW

Congratulations on being invited to a virtual interview!

To prepare for this interview, we first suggest that you do your own independent research and be ready to speak about:

- The position
- The employer (company values, key market, any new developments) and location
- Your CV. Be ready to discuss all of the projects and technologies that are mentioned
- Your skills and abilities, and your level of specialization in the key technologies the company is seeking. Be honest and open about your level (entry-level, junior level, mid-level and senior level)
- Prepare a good answer for the question “Tell me about yourself”. There is an art to answering this question, and you can learn more here: [How to answer the "Tell me about yourself" question](#)

BE ON TIME

Punctuality and time management are very important when it comes to interviews. Make sure that you check your emails and calendar invites the day before and the day of your interview. It may be the case that your interviewer has to make last minute changes, so be sure to stay informed and to communicate at or around the time of your interview and be as flexible as possible. Also, time zones can be confusing so make sure that you know when to log on from your time zone.

TEST YOUR TECHNOLOGY BEFOREHAND

At least a day before your virtual interview, check all of your technology to ensure it works effectively and can be used to communicate effectively. That means having a functional computer that meets technical specifications, downloading any necessary software and ensuring the connection is strong enough to sustain streaming video.

If you don't think your internet connection is stable enough, it is advisable to have mobile data available to support you through the interview. Please ensure that you have a working camera and turn your video on for the interview. Let TBB know if this will be a challenge for you.

In the 15 to 30 minutes before your interview, check your internet connection and sign in to the video or phone meeting provided by the HR representative or hiring manager. Turn on the sound and video to ensure everything is in working order in time for your conversation.

PRESENT PROFESSIONALLY

In a virtual interview, you should dress the same as you would in a face-to-face interview. Doing so not only makes you appear professional and excited about the opportunity, but it will also make you feel more prepared and confident.

When an interview takes place from a remote location like your home, you should expect it to be just as formal as one that takes place in an office—if you're unsure, business casual is a good standard to follow. A great outfit example for men and women is a button-down shirt and blazer with slacks.

PREPARE IN ADVANCE

As with any interview, you'll get the best results if you take the time to prepare in advance. Just because you are in front of your computer doesn't mean you should rely on the ability to quickly look up answers or rely on pre-written answers you can refer to.

Prepare so you are able to have a natural conversation without clicking around or reading directly from a script, which can seem rehearsed and unnatural.

Employers may give you a list of questions in advance that they want you to answer, which can help you navigate your research. More often, you will be asked to give answers without prior knowledge of the questions. If this is the case, prepare the same way you would for an in-person interview:

- Plan your answers for [commonly-asked interview questions](#)
- [Research the company](#)
- Carefully review the job description noting your relevant qualifications
- [Prepare relevant examples](#) of your achievements and experiences
- Prepare your “about yourself” response
- Read more: [How to Prepare For an Interview](#)

LIMIT DISTRACTIONS

The best place to take an interview in your home is a quiet location with few distractions. Choose a room that is clean and professional-looking so the interviewer can focus their attention on you and not what is around you.

Tell people you are sharing space with about the area you'll be using for your interview, the time of your interview, and that you and your quiet space will be off-limits during that time. Respectfully explain that during this time, it is best that the house stays quiet with limited distractions. If possible, you might also place pets in a designated room during critical working hours.

Note: It is vitally important that your interviewer can hear you well. If you have headphones, consider using these. Finally, familiarise yourself with the “mute” button. If you are in an area where there is some background noise, you may need to put yourself on mute while you are not speaking to minimise any distractions.

USE PROFESSIONAL BODY LANGUAGE

Because interviewing via video or phone limits the ability to communicate with body language, it is important to utilize body language in a clear, professional way. Body language and facial expressions are very important, so the more expressive you are, and the more you can be seen (hands and arms included), the more your interviewer can connect with you and be confident that you understand their questions, and engage with your responses.

If you get a question that is unexpected, make sure to stay poised and take a moment to collect your thoughts.

Make sure your interviewer can see your entire face. This may mean sitting a little further from your screen/phone. Sit up straight and ensure your camera is placed so your face is in the middle of your screen (not too much blank space above or below your head).

BUILD RAPPORT (PERSONAL CONNECTION)

Establishing rapport is important because it allows you to separate yourself from other candidates by building a personal connection with the interviewer. When you interview in person, your enthusiasm, body language, handshake and early small talk all help you build that connection with your potential employer.

When communicating virtually, it's still necessary to find ways to establish rapport. You can do this by being prepared to talk about a common interest, asking how your interviewer's experience has been with virtual interviews or by finding some other neutral topic with which to learn more about your interviewer. You may also consider sharing your personal story, or what this opportunity means to you and/or your family. Read more: [Building Rapport: Tips and Examples](#)

BE AUTHENTIC

When interviewing virtually, you have the rare opportunity to speak in a relaxing, familiar environment and show the interviewer who you are and why you're the best person for the job. Recruiters will look for how you express yourself to understand whether you are a good fit for the company. Use tools like your body language, facial expressions and interview preparations to convey your confidence and personality as it relates to the position.

IF YOU ARE NOT SELECTED...

We completely understand the difficulty that comes with not being selected to move forward in an interview process. But we encourage you to feel proud of yourself for getting this far - competing in an international job opportunity is a big achievement!

Keep in mind that there are other opportunities that our team at TBB is working on tirelessly, so there may be an opportunity that is better suited for you in the near future.

Continue to develop yourself, your professional skills, English language skills, interview skills, and explore any registration and qualification requirements to become as competitive a candidate as possible. We at TBB are here to support you as best we can.



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