

VIRTUAL INTERVIEW GUIDELINES

SIUE CAREER DEVELOPMENT CENTER

Career
Development
Center

PREPARE FOR YOUR INTERVIEW

- Research the potential employer and know how you can benefit them and the skills that you have to offer.
- Review your resume and reflect on your own experience, what do you want the employer to really understand about you after the interview is over? What makes you different than other potential applicants?
- Study the job description that you are interviewing for!
- Prepare your introduction; Include your educational background, experience and specifically why you were interested in the position.
- Download the virtual platform that the interview will take place on; Practice access/utilization of platform.
- Make sure your device (if applicable) is plugged in so that you do not lose battery power.

DRESS TO IMPRESS

- Dress as if you were in person - professionally and always assume business professional dress is acceptable, unless otherwise noted by the employer.
- If you do not have business professional attire, make an appointment to visit the Cougar Career Closet where you can be provided with business attire of your choice.

ITEMS TO BRING

- Email PDF copies of your cover letter, updated resume used to apply for the role, and a list of references.
- List of professional references.
- A copy of the job description.
- Pen and professional note pad to take notes.
- Questions for the employer.

THE INTERVIEW

- Access the virtual interview platform at least 30 minutes prior to interview. Make sure your profile photo is professional.
- Keep a neutral background with no visual or sound distractions; avoid windows in background.
- Relax, think positively and focus on what it would be like to work for this employer.
- Be aware of your non-verbal communication - maintain good posture, make eye contact. Look at the camera, not the screen.
- Do not hurry your responses but do communicate with confidence about your accomplishments and potential.
- Prepare questions to ask the employer. Make sure these are questions that are important to you and not questions you could research the answer.

POST INTERVIEW

- Make sure to get the contact information from everyone involved in the interviewing process.
- Follow up with a thank you note (handwritten) or thank you email.
- Re-emphasize your strengths.
- It is acceptable to follow up on the process after 10 business days.