

## Tips for a Virtual Interview:

1. **Location:** Well before your scheduled interview time, select a location for your interview. Find a quiet room with minimal background noise and no distractions. Make sure you have adequate lighting (preferably natural) and that nothing is distracting behind you. Pay attention to the lighting so that the interviewer can see your face. The interviewer does not want to see the silhouette of your face. Make sure your housemates know not to disturb you and shut any pets out of the room. Sit at a table or desk. Do not sit on your bed or on a couch/sofa.
2. **Gather your materials:** Find a notebook and pen and set them within reach of your computer. You might also want to make a list of questions or talking points that you would like to bring up in the interview.
3. **Be prepared to answer these questions:**
  - a. Why do you want to be in this program?
  - b. What are your strengths, what are your weaknesses?
  - c. Where do you see yourself two years from now?
  - d. What do you want to do after this program?
  - e. Do you want to go to college, workforce, etc.?
  - f. Tell me about yourself.
  - g. What are your hobbies or interests?
  - h. What do you like to do in your spare time?
  - i. Why do you feel you would be a good fit for this program?
4. **Dress professionally:** Even though you are not meeting your interviewer in person, it is still important to dress professionally. Wear something clean and business casual. Wear nice pants and shoes, just in case you need to stand up or walk away from the camera. Your interview is not the time to wear a hoodie, a hat or dark glasses.... So don't. Also, make sure that the interviewer can see your entire face. Camera should not be pointed to the ceiling or the top of your head,
5. **First impressions last a lifetime.** Make sure your hair is clean and combed. Do not chew gum, eat or drink a beverage during your interview. Talk naturally and at a good volume. You want the interviewer to be able to hear you and understand what you are saying. Speak using proper English as this is a professional conversation.
6. **Make eye contact:** Maintaining eye contact and nodding will show the interviewer that you are involved and listening attentively.
7. **Pay attention to your body language:** It is harder to read body language through a video, so be especially aware of your nonverbal cues. Remember to smile and nod when the interviewer speaks and sit up straight. You obviously will not be able to shake hands when signing off, so you will need to show your interest and good manners in other ways.
8. **Relax.** Take a deep breath and speak with confidence. Taking some time to prepare for your interview ahead of time will help you have a successful interview experience.

Good Luck!