

- Present with a clean, professional background. Remove anything inappropriate. If you are unsure, ask someone to take a look at your background and provide perspective.
- Remember, if your screen freezes, your audio may still be working allowing individuals to hear your comments.
- Do not take calls, texts, etc. in your interview. Turn your sound off and place your device down.
- Similar to in person interviews, consider a mock interview with a mentor or group of people. This will give you an opportunity for feedback before the big day.
- Dress as if you were doing an in-person interview. Unsure what to wear? Ask us!
- Do a test run first with a friend to ensure your internet connection and audio/video are working. On the day of the interview be sure to be early to the interview.
- Be aware of other devices in the room that may have Bluetooth connections and/or make noises if you receive an unexpected text/call.
- Make sure to not have any noises in the background. This includes closing applications on your computer that might make noise.
- Make sure you are alone in the room. If you have pets/animals in your home, consider the best way to minimize their interruption.
- Don't click the link the organization provided before you log in. Log in with your Single Sign-On (SSO) first to ensure your first and last name are what shows.
- Keep drinks to only those that you'd take to an in-person interview. When in doubt a clear cup of water is ideal.
- Ensure appropriate lighting and that your camera is clean.
- Speak clearly and confidently.
- If interviewing on a laptop, make sure the laptop is plugged in and charged.
- Be aware of your camera angle. If you are taking notes, angle your camera up to cause minimal distractions.
- When joining the interview remember always to mute your audio unless instructed otherwise. This eliminates background noises and distractions for presenters.
- Tapping your space bar mutes your mic.
- Do not lay down or be in bed/on the couch. Sit up at a table, desk, or computer as you would at an in-person interview.