



Tips for Remote Interviews

Employers often use remote interviews (video and telephone) to screen and narrow a pool of applicants. You should prepare for a remote interview just as thoroughly as you would for an in-person interview, and make it your goal to get from the remote interview to the in-person/second round interviews.

Live Video Interviews:

- Download the program being used for the interview in advance and choose a professional username.
- Test your internet connection and your video and audio quality.
- Conduct a mock interview using the platform required for the interview.
- Keep your background uncluttered or use an appropriate virtual background if it works properly.
- Set your computer notifications and cell phone to “Do Not Disturb”.
- Choose a quiet interview location without distractions.
- Ensure you have proper lighting that enables your face to be the focal point.
- Dress professionally from head to toe.
- Lean forward slightly to show your interest and engagement. Keep your shoulders back and chest high to avoid slouching or hunching when you do lean in.
- Look at your web camera, not the screen.
- Log in early.
- Have a phone nearby in case of technical issues. Make sure you have a contact phone number in the event you have any connection issues or lose connection during the interview. If you experience a technical glitch, remain positive and use the opportunity to demonstrate how you might handle a challenging workplace situation. Perhaps offering to stop the video and suggesting a telephonic interview would demonstrate your problem-solving abilities.



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Phone Interviews:

- Have a professional voicemail message.
- Choose a quiet interview location without distractions.
- Conduct your interview in a location that has reliable cell service or wi-fi.
- Disable notifications on your phone.
- Keep your resume and notes nearby.
- Call in early.
- Smiling helps to produce a pleasant voice.
- Sit up straight or stand during a phone interview to sound more confident and alert.
- Speak clearly and directly into the phone.