

### Tips for Conducting Virtual Interviews

- Find a quiet, isolated space with a strong internet connection.
- If you are completing the interview on your computer, make sure you have good lighting, your face is centered on the screen and you are easily visible.
- When setting up a virtual interview with a candidate, make sure the candidate is able to access the application (app) chosen to conduct the virtual interview.
  - Contact your agency's IT department to see if staff can provide a list of recommend apps to use for conducting virtual interviews.
- If you are completing the interview on your computer, download your chosen app ahead of time, and log in to the meeting at least 20 minutes early. This should be enough time for you to download any required software updates before your interview, if the app is not ready.
  - Try out a test call. Reach out to a friend to test out your video connection and make sure your sound comes through clearly. A lot of apps automatically mute you when you join a meeting, so be sure to familiarize yourself ahead of time.
- If you are completing the interview on your phone, practice using your front-facing camera on the app before the call; find a way to prop your phone up that is easy to view without distraction, so you can focus on the conversation and not the phone.
- Be aware of your surroundings. Interview with a blank or nondescript wall behind you, especially if you are interviewing at home. It would be awkward to finish your interview only to realize you had an embarrassing picture on the wall behind you!
- Double- and triple-check your internet connection to make sure the speed is fast enough for a video call.