

Tips to Job Seekers for Virtual Job Search and Interviewing by Video

- Post your resume in an online job board, such as **Employ Florida**, that has a virtual recruiter, a feature designed to scan the system 24/7 and notify and match you up with suitable job listings.
- Speaking of your resume, ensure it is up-to-date and is reflective of your work experience and skill set. CareerSource Broward has professionals that will review your resume and recommend updates, if needed. We also offer resume development workshops at no cost.
- Once you are scheduled for the video interview, test your tech and ensure the technology being used for the virtual interview is installed and working before your meeting. Test the Internet connectivity, as well as the microphone and camera, to ensure you'll be able to proceed without a hitch. Technology glitches on the day of the interview send the wrong impression, casting doubts on your interest in the job, your technological savvy, and your ability to solve problems. Have a backup plan in case something goes wrong with the technology, for example, make sure to give the job interviewer your phone number, so they can contact you in case something fails before or during the interview.
- Dress appropriately. Dressing for success is no less important for remote interviews. Dress smartly, like you would for an in-person interview. Avoid wearing bright colors/patterns and jewelry that is distracting. You want the interviewer to focus on you, not your outfit.
- Be prepared. Do your homework just as you would for any other interview. Practice managing your responses to potential questions so they are clear, succinct, and highlight excellent verbal communication skills.
- Prepare your environment. If possible, position your computer and webcam so there's a blank wall in back of you. If that's not possible, manipulate the background so it appears you are in a professional setting. Think bookshelves in the background, rather than your unmade bed or vintage movie posters.
- Ensure you're fully engaged with the interviewer by removing all distractions, including your smartphone.
- Be personable. Make eye-contact, smile often and generally engage with the interviewer to demonstrate your enthusiasm for the role.
- Take your time, get it right. Eliminate "um" and "uh" from your sentences, and pay strict attention to grammar. If you are sharing a screen and/or asked to type during your virtual interview, make sure you type carefully and read your answers before hitting send. No grammatical errors or typos!
- Also, try to avoid jokes about the online part of your job interview. Don't talk about how weird or surreal it is to interview with someone virtually, because it makes you look inexperienced. Especially if the job is in a technical field. In a nutshell, act like you've been there before.
- Position yourself to win. Due to not having the benefit of a face-to-face connection, your body language becomes even more obvious — and important to manage — in a virtual interview. Sit up straight, maintain the illusion of eye contact by looking at the webcam and not at the image on your computer screen, and don't slouch, yawn, or fidget. Some virtual interview software programs allow the employer to rewind, meaning bad moments can be viewed over and over again.

- Do some research on both the company and the job, and tell the interviewer in detail why your qualifications, experience, and skill set makes you deserving of a second interview. Because the miles between you won't allow the interviewer to "feel" your enthusiasm, make sure you convey interest using voice intonation and facial expression.
- Go for a practice run by enlisting the help of a trusted friend or family member – someone who will be honest with you – and ask them to run through a mock interview with you using the virtual interview technology. In addition to testing the technology, your trusted advisor can tell you whether you are adequately seen and heard, how the lighting is, how you appear on the camera, and whether you come off as professional, prepared, enthusiastic, and interested.
- Follow-up – send a follow-up note to your interviewer, thanking them for their time.

Sources

<https://www.cnn.com/2020/03/17/careers-tips-for-successful-remote-job-interviews-amid-coronavirus.html>

<https://www.salary.com/passages/8-tips-for-acing-virtual-interviews/3/>

For assistance with job search and employment, please visit us at www.careersourcebroward.com.