



# TIPS FOR Virtual

# Interviews

Polar Careers' tips and tricks to master your virtual interviewing skills

▶ **Look at the camera, not at the screen**

It is very tempting to watch yourself or your interviewer, but looking directly at the camera is the only way to maintain direct eye contact.

▶ **Prepare your surroundings**

Pick a quiet place to interview without an elaborate backdrop. Remove anything distracting behind you.

▶ **Dress the part**

When it comes to what you wear, treat your virtual interview like an in-person interview and dress professionally.

▶ **Check Your Computer Settings**

Before your interview, make sure you have the proper video and audio settings turned on. Do a test run before your interview.

▶ **Use notes, but don't rely only on notes**

Don't be afraid to help yourself with post-it notes or a copy of your resume handy. Remember they are quick reminders, not a script.

▶ **Avoid interruptions**

If you are interviewing in a house with multiple people or pets, be sure to let everyone know ahead of time you will be in an interview and to minimize WiFi usage.

▶ **Profile Settings**

Make sure your first and last name are a part of your profile. That way, your interviewing can associate your face and name together.

▶ **Follow up**

A thank-you letter is just as important after a virtual interview as it is in an in person interview.



## Contact



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