



How to Interview Virtually

Congratulations! Time to prepare for your virtual job interview.

What you should prepare before your virtual interview:

- Make sure that you have an updated resume and list of references that are available to send electronically.
- Learn more about the organization by looking at their website and social media page if they have one.
- Review the job description and job specifications again.

Picking a place to virtually interview:

- Find an appropriate interview space with good lighting to maximize visibility.
- What is in the background will be visible, the less the better.
- Also, limit/minimize distractions.

Whether you use a computer or phone, things to do:

- Download the platform the employer is using for virtual interviews.
- Practice using the platform ahead of time and make sure audio and video are working.
- In a sitting position, make sure the camera angle is level with your face, not above or below.
- Be mindful of physical movement to ensure stability of the camera.
- Make sure to charge the battery shortly before.

During your virtual interview:

- The interviewer(s) will still be able to see you, so dress for success.
- Keep your answers honest, concise and focused. Practicing your interview and possible questions before can help.

Follow-up after your interview:

- You should follow up with an email thank you to the employer within 24 hours. If there is something you forgot to mention or want to elaborate on, this is a good opportunity to do that.

Find more information on this topic at www.peerlinktac.org. This document is made possible by grant funding from the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant # SM062558. The views, opinions, and content expressed in this document do not necessarily reflect the views, opinions, or policies of the Center for Mental Health Services (CMHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), or the U.S. Department of Health and Human Services (HHS).