



# Online Job Interviews

Technology is changing and you may soon find yourself interviewing for a job via Zoom, Skype or some other video platform. Learn how to make a great impression when you're not in the same room!

## 1. Look Good

- 90% of the cues we give off are non-verbal. What first impression are you giving the employer with your non-verbal cues?
- Dress like you would for an in-person interview.
- Do your research: What is the company culture? Err on the conservative side: wear darker colors and limit patterns.

## 2. Set the Stage

- Look behind the spot you'll be sitting, because that's what your interviewer will be seeing.
- Find a quiet setting.
- A cluttered background may distract your audience.
- Check your lighting to make sure it looks good.
- Let others in the house or apartment know about the interview; you don't want to be interrupted by friends / family / pets mid-interview.

## 3. Practice First

- Video interviews can be awkward. After all, where should you look? How close to the camera should you be?
- To get used to the online format, practice interviewing online with a friend. Be sure to record it so you can watch it and identify areas to improve.

## 4. Keep Smiling

- Just as though you were at an in-person interview, remember to smile.
- Hang a picture or note behind your computer to remind you to smile.

## 5. Stay Present

- Remain attentive: let the interviewers know you are listening by using listening sounds "Hmmm" or "Yes."
- Don't play with your computer during an interview. People can hear the keys tapping!

## 6. Have Notes

- Have your resume, news about the company, questions you want to ask and potential talking points available.
- Keep notes in a scannable format for quick reference.
- Know your material; don't read at your interviewer(s).

## 7. Technical Problems Happen

- You'll likely experience a technical issue (delayed video, poor sound, etc.) Don't get flustered, it happens to everyone.
- If you are having trouble hearing, don't hesitate to politely interject. "Excuse me, I think we're having a technical issue, I couldn't quite hear everything that was being said, could you repeat it please?" This is appropriate and expected.

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