

## 10 Steps to Prepare for Virtual & Phone Interviews

- 1** If you have no experience using the interview platform (Zoom, Skype, Facetime, Teams, etc.), make sure you download the app and if possible, practice with someone to log on prior to your online interview.
- 2** If the position requires you to have experience using computers, an online interview is a good opportunity to show your computer skills by navigating the process well.
- 3** If it is an interview by telephone, make sure that you are in an area with good connectivity/reception.
- 4** Prepare a place for the interview and make sure there will be no distractions including background noise, pets, or people.
- 5** Have a neat workspace.
- 6** If your home is not an ideal location or you cannot minimize distractions (people or pets), try to reserve a room at a local library or meeting space (e.g. coffee shop, church) that can be reserved.
- 7** Make sure you can correctly pronounce the company name and the name of the person you will be meeting.
- 8** Make sure you have the things that you need in front of you. This can include a laptop with wi-fi connection, your application, resume/CV, paper, pen, water, and any notes you have prepared.
- 9** Dress appropriately for the position for which you are interviewing. If you are unsure, check the organization's web site or ask someone who works there about their attire.
- 10** Follow-up after the interview by sending a thank you email or handwritten note.