



Succeeding in a Virtual Interview for Candidates

Tips you can use when being interviewed virtually.

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Thanks to the modern workforce enjoying the freedom of choosing their work hours and office settings and also the increased availability of telecommunication mediums, many organizations and individuals are relying on virtual meetings and interviews when exploring new candidates to join their company. Doing so can limit feelings of connection and develop uneasy feelings during an interview. However, when done correctly, virtual interviewing can establish solid rapport, increase the speed of the hiring schedule, and improve the onboarding experience. Below is a tutorial to make sure that you get the most out of your upcoming virtual interview.

1. Are you a procrastinator? No? Now is not the time to start.

Zoom? FaceTime? BlueJeans? Confirm the video conferencing tool and time with the interviewer.

Just as the interviewer is doing – trial your speakers, microphone, and video feeds. (Tip: try video calling a friend or family member) Do not wait until 5 minutes before the conversation to open the program and figure out that you have to install a separate app.

Disclaimer: Sometimes, technology lets us down.

If there is a glitch or pause in the real conversation due to poor connection – do not assume that you can read minds and know what the interviewer asked during the frozen screen. Instead, ask them to repeat. They have allotted time for this interview and will be happy to do so.



2. People like pretty

Is it a coincidence that the Home & Garden Channel (HGTV) generates over \$1B every year and is the fourth most-watched network behind three news outlets? Nope! People enjoy settings that make them feel a sense of comfort and organization.

Refrain from overly distracting artwork, display items, and TV screens. If video conferencing from an office, that is great. If not, feel free to move things around to allow for a well-lit, neutral area.

While preparing your environment, take note of where your fidget items are. Leave the stress ball in the drawer. Put the metronome in the closet. Make sure you silence notifications on your phone and the device that you are using for your interview. Your focus should be on the interviewer. As such, you should have notes and questions on the device you are using. Tip: This will allow you to maintain eye contact rather than looking down and reading from a note pad.

3. Look in the mirror

When interviewing virtually, there is no checking in with the receptionist or lounging in the waiting room with other candidates. Before the call, take some time to remind yourself why you are interviewing for this role and organization. Look yourself in the mirror and get motivated.

While doing so, make sure that you are well-groomed and well dressed— FROM HEAD TO TOE. Wearing a business appropriate top and sweatpants bottom is a dangerous game to play. Not only will you not be mentally stimulated wearing sweatpants, but it will also promote poor posture, and what if they ask you to stand up and show them the picture of you and your friends at the Grand Canyon up on the top shelf behind you? Nobody wants to see a half-dressed person in an interview.

Enjoy the time you have with your interviewer and get to know them – they could be virtually interviewing many candidates that day. Separate yourself by following these tips and appropriately sending a thank you note of some kind promptly after the interview. Putting this tutorial into action may not have you walking out of the building in a blaze of glory, but it will bring a big smile to your face when you walk away from your camera.



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