



## **Zoom Interview Preparation**

Whether this is your first or twentieth Zoom call, it is crucial to take the time to prepare for an online interview to stand out as a candidate. Follow these tips to ensure a smooth interview process.

### **Before Interview**

- Check tech - Check the platform, internet connection, and hardware you will use for the interview.
- Set up the shot. Make sure you check the area you will be interviewing in. Set it up in a professional way and that there is no glare on the computer screen when you are interviewing.
- Research the company and use research to develop questions to make sure you will be a good fit for the company.
- Dress to impress. Dress from head to toe just like you would for an in-person interview. This will give you the confidence and attitude to help you nail your interview.

### **During the Interview**

- Arrive a few mins early. Have your screen cleared of any other distractions- only have the interview and your resume, portfolio or anything you might need to screen share during the meeting.
- Begin with a digital handshake - you may not be able to actually shake hands like you do during an in-person interview but try to make a connection at the beginning.
- Do not sit too close to the screen.
- Be mindful of your body language and facial expressions. Make sure to sit up tall and be confident. Make sure you show that you are engaged in the interview.

### **After the Interview**

- Send an email thanking the interview team for their time. Express your continued interest in the job.

Sources and additional information:

<https://www.clevergirlfinance.com/blog/zoom-interview-tips/>

<https://www.themuse.com/advice/video-interview-tips>

<https://www.thebalancecareers.com/zoom-job-interview-mistakes-to-avoid-5111830>