

## **Online Interview Tips**

- Dress appropriately! You can't go wrong with business casual.
- Mute your microphone when you are not speaking to minimize background noise.
- Eliminate distractions. Put your phone away and close other browser windows you may have open on your computer.
- Find a neutral background, if possible.
- Have good lighting. Your interviewer should be able to see your face clearly.
- Test your sound and video ahead of time.
- Double check time zones. You don't want to show up late for your meeting!
- Wear headphones to reduce background noise.
- Have paper and a pen ready to jot down notes from your interview.
- Have a couple questions prepared- it shows you are genuinely interested in the role.
- Be aware of your body language: sit up straight and do not slouch.
- Have references ready! Give them notice that you have a job interview and ask if they would be willing to provide a reference.

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