

Virtual Interview Tips and Best Practices

Find the Ideal Location

Find a quiet, private, and well-lit location with a background free of any distractions. If possible, position yourself so there is a blank wall behind you. Be aware of any distracting items in the background or your surroundings that may be visible on camera. Also, make sure there is no loud music playing in the background and the TV is off.



Try to avoid communal spaces and coffee shops. If you don't have a location that you can use in your home, many public libraries have private rooms you can reserve.

To minimize interruptions, make sure that anyone around you knows that you will need to be uninterrupted and, if possible, use a room that has a door that you can close.

Prep your Technology

Make sure that you have a strong internet connection. If possible, connect with an ethernet cord to increase bandwidth and reduce connectivity issues and close any background applications to ensure your internet is running smoothly. Test your camera and microphone prior to the interview to make sure that the technology is working correctly. You can download the app & learn more about Google Meet [here](#).



On the day of the interview, log in 5-10 minutes early to make sure that your webcam and microphone are working correctly.

Position Yourself for Success

Treat virtual interviews the same as you would an in-person interview. So that the interviewer can see you clearly, make sure that you position the camera so that you are looking up slightly and centered on the screen. If you wear glasses, try to adjust the lighting in the room or move your head slightly to reduce glare from the lenses.



Just like an in-person interview, body language and eye contact are important! While it might feel more natural to look at the other person on the screen, when speaking try to direct your gaze at the webcam to simulate eye contact and then direct your attention back to the screen when listening.

Remember, the interviewer can see everything you are doing. Avoid multitasking during the interview or checking your phone. It is helpful to close out all windows on the computer screen and turn off any desktop alerts to avoid distractions. Also, put your phone on silent and place it upside down so that you don't see the screen lighting up with notifications. Give the interviewer as much attention as you would in an in-person interview.



Be Prepared

Make sure you have a glass of water nearby in case your voice gets hoarse or you get a tickle in your throat. Also keep a pen and notepad nearby in case there is something important that you need to write down.

What if Things go Wrong?

Virtual interviews can be uncomfortable for both parties and things don't always go as planned.

If your audio or video stops working, don't panic! In Google Meet there is a chat function on the bottom right-hand side of the screen that you can use to communicate with your interviewer. Make sure you have your phone nearby so that, if needed, the interviewer can call you and continue the conversation over the phone. If at any point during your interview you have trouble seeing or hearing the interviewer, don't be afraid to speak up so that the issue can be addressed.



Sometimes background noise from the outside world is unavoidable. If noise such as sirens or construction interrupts the interview, simply apologize for the interruption and ask for a few moments until the noise has subsided. In some cases you may want to mute your microphone until the noise has stopped.

Life happens and sometimes challenging situations arise that may cause disruptions during the interview (e.g. schools and daycare centers are closed, children are home sick, etc.). At the beginning of the interview simply make your Red Hat interviewer aware that there is a possibility of a disruption and you both can adjust as needed.