Best Practices for Virtual Interviews

For a positive experience during your virtual interviews, we recommend the following best practices for your interview day with us.

Use the Right Equipment Properly

- Make sure your network and network connected device meet the necessary requirements (camera, microphone and connections) and test out the technology.
- Technology Specifications for Zoom: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux
- Exit all other applications that play audio and video during the interviews as they can interfere and cause distractions.
- Make sure you have a strong network connection. Networks are best when using a hard-wired connection or are close to the WIFI access point.
- Choose the audio option that best fits your circumstances. If your network connection is slower or intermittent, consider joining the interview using your telephone instead of using your computer's audio device. This can be selected when joining the meeting.
- Establish a well-lit, quiet space to ensure your video is clear and uninterrupted.
- Be aware of your camera angle and make sure it is at the correct angle to project your body language and facial expressions.
- Enter the virtual interview platform 5-10 minutes prior to the start of your interview.

Keys to Success

- Dress the same as you would had the interview been in-person.
- Choose a quiet and private spot for your interviews to avoid interruptions. If you do experience an unanticipated interruption, simply excuse yourself for a moment and then continue as you were.
- Be conscious of your background and sit in front of a wall if possible so there are less distractions. Use a professional virtual background to disguise a busy or messy space.

- Remember, video conferencing may have audio delays so be sure to speak slowly and clearly.
- Make eye contact with your interviewer by looking toward the camera.
- Don't panic if you lose connection and are unable to reconnect to the interviewer. For technology assistance, contact our IT Help Desk at 412-648-2222. Non-technology relate concerns please contact our Office of Admissions at 412-648-9891 for assistance.