

GET THE JOB

Prepping for a Virtual Interview

COVID-19 continues to impact the economy and job market. Millions of people are now working from home and many companies have frozen their hiring practices.

As the Centers for Disease Control and the federal government have recommended that people practice social distancing, it's become a focus for HR departments to ensure the health and safety of both their employees and candidates. Many companies hiring new talent are using virtual interviews for convenience and safety.

Follow the tips below to make sure you're successful during your next virtual interview.

KNOW WHAT TO EXPECT

Virtual interviews take place remotely, usually relying upon technology like video conferencing and other online communication platforms. They will likely involve a few members of the company's hiring team, so it's important to be comfortable and prepared to chat with more than one person.



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If you haven't taken part in a virtual interview, try to find friends and colleagues who have. Bounce your questions and ideas off of them to uncover best practices that have worked for your peers in the past.

According to the job search board Indeed.com, here are a few things to consider when preparing for a virtual job interview:

- Test your technology beforehand.
- Wear professional attire.
- Prepare in advance.
- Limit distractions.
- Use professional body language.

- Build rapport.
- Be authentic.
- Follow up.

TECHNOLOGY IS KEY

A virtual interview relies on technology to work. If you're not familiar with online conferencing tools like Zoom or Google Hangouts, there are many instructional videos online that can walk you through how they work.

At least a day before your virtual interview, make sure you understand which program you'll be using and ensure that you have it properly downloaded onto your computer or laptop.

Forgetting to do so can delay your entry into the virtual interview because you'll be waiting on a software download to log in.

Another key point to remember is to make sure your internet will be reliable for the interview. Many jobs will actually allow for remote working, so your prospective employer will want confidence that you'll be able to perform the job with a strong internet connection.

PREPARE & RESEARCH

Just because you don't have to meet face to face with your potential new employer

doesn't mean you can skimp on the research. As with any interview, you'll have a smoother interview if you put in the prep time.

You may be tempted to put a script together to reference on your computer while you're talking to your interviewer. Talking points on the screen are fine, but you'll want to avoid sounding canned or scripted during your interview.

Hiring managers are looking for you to be authentic and professional, so make sure to research any questions they provide you in advance and come with an understanding of recent company happenings.

FIND A QUIET PLACE

Hiring managers understand that many of us are working from home with our kids, pets and other distractions. But that doesn't excuse a noisy background when you're interviewing for a new role.

If you know the interview time far enough in advance, you may be able to enlist your spouse, a friend or family member to keep an eye on your children during the interview. Make sure you have a professional background in your home from which to conduct your interview. If you have to interview outside, make sure you are still able to come through clearly on the virtual platform.

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HOT JOB PROFILE

RECREATION WORKERS

Number of jobs in 2018: 408,300

Job outlook, 2018-28: 8% (faster than average)

Employment change, 2018-28: 33,800

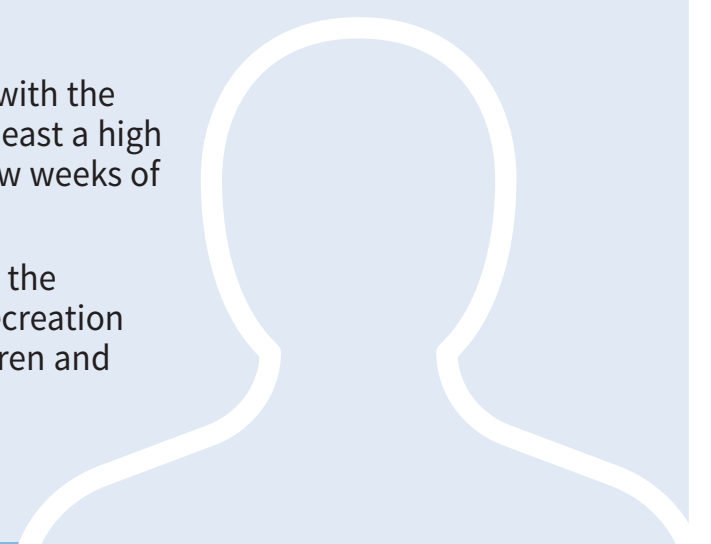
The role: Recreation workers design and lead activities to help people stay active, improve fitness and have fun.

Education required: Education and training

Source: U.S. Bureau of Labor Statistics

requirements for recreation workers vary with the type of job, but workers typically need at least a high school diploma or the equivalent and a few weeks of on-the-job training.

The need: As more emphasis is placed on the importance of lifelong well-being, more recreation workers will be needed to work with children and adults in a variety of settings.



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