

VIRTUAL PROFESSIONAL ETIQUETTE

TIPS AND TRICKS FOR SUCCESS IN INTERVIEWS

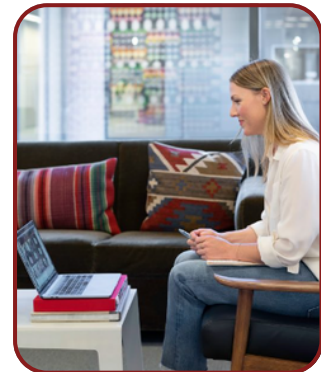


Your voice is important.

Speak clearly and slowly, annunciating your words as you go. Be sure to test your microphone before the interview!

Be aware of your body language.

Lean forward to show interest. Smile and nod to show understanding. If you fidget, find something to hold in your hands off camera to reduce it.



Maintain eye contact.

An easy way to navigate this on Zoom is to move the interviewer's video box underneath your laptop camera. You can toggle between looking at the interviewer and the camera itself!

What is the dress code?

Business professional is typically the way to go. Check out our [Isenberg Guide to Dressing for Success!](#)



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Test your technology.

Ensure that your computer's microphone, camera, and headset (if using) are working properly. Double check settings within Zoom, as well.

Find a quiet environment.

Excess noise impedes an interviewer's ability to hear you and may be perceived as unprofessional or disrespectful.



Be respectful of time.

Remember, everyone is taking their time to speak with you. Acknowledge if you are going over time and allow the interviewer to pause if needed.

Send a "thank you" email.

Follow up with an email to each interviewer thanking them for their time and reflecting on the interview itself.

