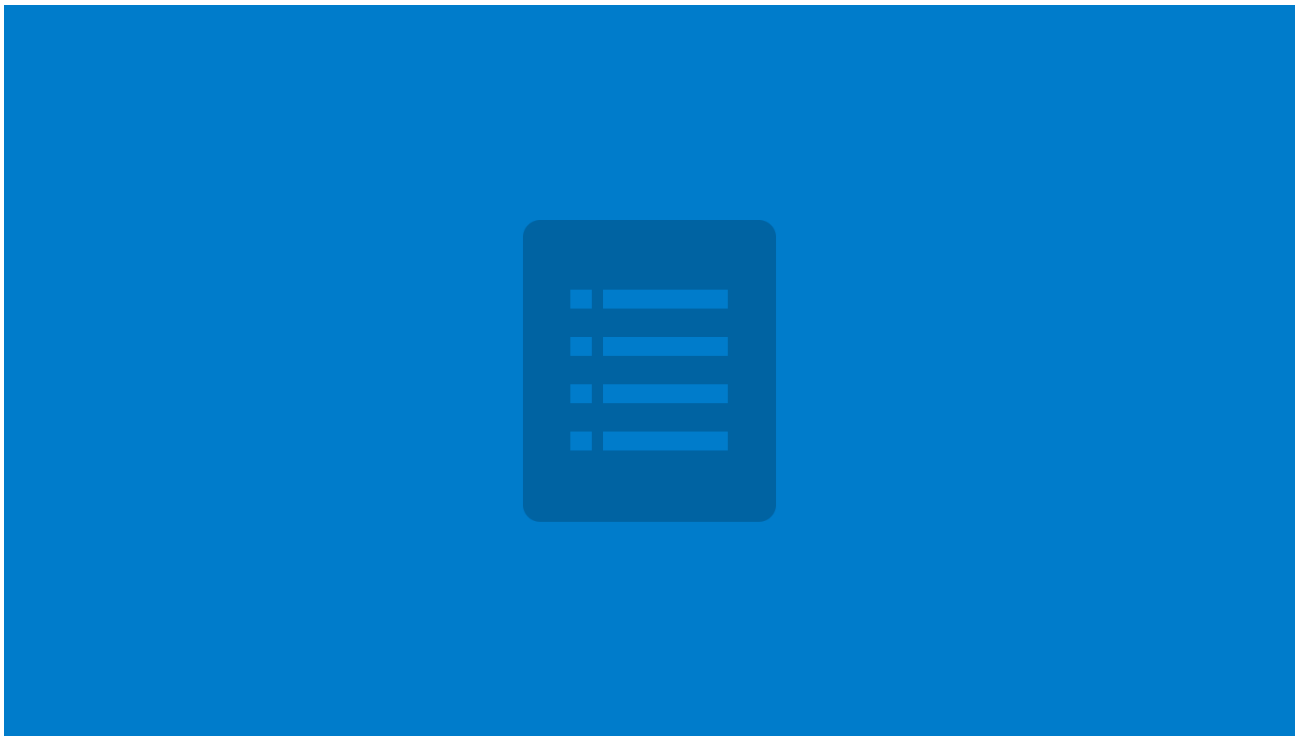
How to impress in a Virtual or Zoom interview – Setup, Showcase & Shine!

The basic processes of a job application remain the same. Read, apply, connect, and interview. But everything has turned virtual in recent times. And these best practices for Zoom interviews can help immensely!



Prepare for your Zoom or Skype Interview

- [ ] Do a practice interview with a friend or family member
- [ ] Practice answering commonly asked interview questions, for example tell us about yourself, what are three strengths, etc
- [ ] Read the company website, especially the company's core values
- [ ] Make sure all of your social media accounts are up-to-date
- [ ] Create a cheat sheet for yourself to reference during your interview

Figure out the location, tech, and lighting

- [ ] Find a quite and disturbance-free spot
- [ ] Check where you are going to sit and what's behind you
- [ ] Ensure that the lighting is just right
- [ ] Test your internet connections
- [ ] Manage appearance and body language
- [ ] Dress the part. How does your outfit look while sitting down
- [ ] Do a test record of yourself on video

- [ ] Check your online avatar
- [ ] Prep if you're screen sharing
- [ ] Be punctual and relaxed. Take a few deep breaths before you get started

Interact and respond effectively on video

- [ ] Stay distraction free
- [ ] Communicate effectively
- [ ] Smile
- [ ] Animate with facial expressions
- [ ] Keep eye contact
- [ ] Slow down (a little)
- [ ] Prepare for lack of eye contact too
- [ ] Plan for delays and pauses
- [ ] Demonstrate your skills with your narrative

Close and follow up after the virtual interview

- [ ] Prepare for future interviews
- [ ] End it right. end on a positive note
- [ ] Keep in touch, send a thank you follow up

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