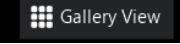

Virtual Interview Tips for a Candidate

Interviewing for a position virtually is very different from having everyone in the same conference room. We want the experience to be as smooth as possible for both you and the search committee. As you prepare to interview with the University, here are some tips to consider when you are invited to interview. **Since the University of Colorado primarily uses Zoom for virtual meetings and interviews, this section will specifically highlight instructions for Zoom; however, links for other commonly used platforms will be available at the end of this guide.**

1. Make sure to test your connection, camera, computer/phone settings and volumes prior to the interviews. You may have different technology choices for your interview, and a desktop or laptop computer will function better than a phone. Here is a helpful video on [tips for virtual interviews](#).
2. Consider your appearance and make sure you look as professional as you would for an in-person interview. Looking for ideas, here is an [article](#) that may help.
3. Think about your background and what may be behind you, visible to the camera. This includes making sure you are not backlit by a window or have poor lighting, making it hard for others to see you. Choose a location that is quiet and free from distraction so you can devote your full attention to the interview.
4. There may be background noise where you are located. It may be good to notify your home “coworkers” that you will be conducting interviews and make sure they do not walk behind you during that time. If someone or something does interrupt the interview, just apologize to the committee, and continue with your response.
5. Remember, you are always on camera whether you are speaking or not. In gallery mode, you are visible to all committee members for the entire interview. To set up your Zoom view to gallery mode, click the  icon in the top righthand corner during your Zoom meeting. You will then see the entire search committee.
6. Be sure to make eye contact with the committee members, as you would if you were in person. Also, make sure to use good posture, and smile and nod often to show you are fully engaged with the interview. Please make sure your camera, laptop or phone is positioned so the Search Committee can see you properly.
7. Since technology can be unpredictable, know who to reach out to if there are technical difficulties or other unforeseen circumstances. Also, be sure the committee also has your contact information for anything that happens on their end. If you are interested in conducting a dry run prior to your scheduled interview, please let the Department contact know.

Additional Links/Resources for Virtual Interviews

Skype:

- [Skype Instructions and Resource Guide](#)
- [Skype Account Setup](#)
- [Skype Interview Guide & Best Practices](#)

Teams:

- [Teams Account Setup](#)

General Information:

- [Virtual Interview Resource Guide](#)