

Virtual Interview Tips

Creative Financial Staffing

- Find a quiet, private, and well-lit area, free from possible interruptions
- Place your phone on silent mode
- Dress to impress - avoid bright colors
- Ensure your internet connection is stable
- Close any unnecessary web browser tabs and applications
- Test your computer's webcam and make sure it is just above eye level
- Do not sit too far or too close
- Check that your computer's audio is working
- Use headphones with a built-in microphone or headphones and a separate microphone
- Have a pen, notepad and copy of your resume nearby
- "Show up" a few minutes early
- When listening, nod and smile to show you are engaged
- Use hand gestures when appropriate



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