

TIPS AND TRICKS

for your Zoom based interviews

Non-Verbal Communication

- Make a connection with the interviewer through the camera, giving eye contact throughout
- Watch your body language: sit up straight, nod and engage with the conversation, convey your excitement and interest through smiling
- Utilize active listening, ensuring you are engaging while it is your interviewer's turn to speak

Dress to Impress

- Wear professional attire (ie. a suit jacket, suit bottoms)
- Ensure that your clothing has neutral tones and minimal patterns, interviewers should be able to focus on you NOT be visually distracted!
- Wear clothing bottoms. While it may be tempting to be comfortable, this sets the tone for the interview and shows commitment to professionalism

Be Prepared

Refer to alternate sources from Mt. SAC website on how to prepare for an interview. A Zoom interview requires the same tools and tips as an in person interview. This includes, but is not limited to:

- Coming prepared with questions
- Practicing answers to common questions (including the STAR method utilization for behavioral questions)
- Following up after the interview: sending a thank you communication within 24-hours post Zoom interview to convey your continued interest and thank them for their time.

Set the Vibe

- Find a quiet location
 - Look into reserving a room on campus or at your local library, if needed
- Turn on lights in the room
- Face yourself toward a neutral background - interviewers should focus on you, not what's behind you

Mic Check 1, 2

PRIOR to logging in:

- Test your internet connection
- Ensure your mic and camera work
- Verify you have updated/downloaded Zoom