

# Steps for a Successful Virtual Job Interview

## BE PREPARED

- Know what position you are interviewing for
- Know why you would be good at the job
- Check your computer and internet connections
- Make sure you are in a quiet, clean environment
- Change screen name and backgrounds

## BE PUNCTUAL

- Set the appointment time and virtual link in your calendar
- Log onto the virtual platform 5 minutes early
- Have references or examples if requested

## BE YOURSELF

- You have amazing strengths and talents, focus on those
- Don't try to be what you think they want
- Show them how you can benefit them as an employee

Virtual Job interviews don't have to be scary... just follow the 5 "B's"

## BE PROFESSIONAL

- Dress in nice clothing
- Wash, brush and style your hair
- Avoid flashy clothes and jewelry
- Show good manners
- Sit up straight and always in view of the camera

## BE FOCUSED

- Don't try to multitask
- Pay attention to your interviewer
- Don't interrupt or change subjects

Check out the new WHAT NOT TO DO video [here](https://youtu.be/GXXyL46JRTk)  
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