

# Remote Interview Success

This playbook describes the steps to prepare for and successfully navigate interviews conducted remotely, either through video calls or phone calls. It outlines best practices to ensure effective communication and a positive impression in a virtual environment.

## Step 1: **Technology Setup**

Ensure your technology is in working order. This includes testing your internet connection, webcam, microphone, and any software or apps you'll be using for the interview (such as Zoom, Skype, or Microsoft Teams). Perform a test call with a friend or family member to confirm everything is functioning properly.

## Step 2: **Environment Prep**

Select a quiet and well-lit location for your interview. The space should be tidy, with a neutral and professional backdrop. Consider any potential distractions and remove them or notify others in your household to minimize interruptions.

## Step 3: **Dress Appropriately**

Dress professionally, as you would for an in-person interview. Even if only the upper half of your body is visible, dressing fully can put you in the right mindset for the interview.

## Step 4: **Document Readiness**

Have your resume, cover letter, and any other relevant documents available in both printed and digital formats. Also, prepare a list of references and have it ready in case it's requested during the interview.

## Step 5: **Practice Responses**

Review common interview questions and practice your responses. If possible, conduct mock interviews with a friend using the specific technology you'll be using for the actual interview to get comfortable with the format.

## Step 6: **Technical Familiarity**

Become familiar with features of the interview platform (like mute, video on/off, screen sharing). Know how to quickly resolve basic technical issues, such as rejoining a call if you're disconnected.

## Step 7: **Body Language**

Practice maintaining good posture, eye contact by looking at the webcam, and using hand gestures moderately. These non-verbal cues are important for conveying enthusiasm and confidence.

## Step 8: **Final Review**

Shortly before the interview, review the job description, your application materials, and any notes you have about the company. This will help ensure the details are fresh in your mind.

## Step 9: **Technical Check-In**

On the day of the interview, check all your technology again at least 30 minutes before the scheduled time. This gives you a buffer to correct any last-minute issues.

## Step 10: **Mental Preparation**

Take a few moments before the interview to calm any nerves. Use deep breathing techniques, positive affirmations, or visualization to help you relax and focus.

# **General Notes**

## **Time Zone Awareness**

Double-check the interview time, especially if you and the interviewer are in different time zones. Confirm the correct time with the interviewer prior to the interview date.

## **Backup Plan**

Have a backup plan if technology fails, such as a phone number to call. Make sure the interviewer has your phone number as well.