

Lesson #15

“Technology & Equipment”

Ensuring that your technology and equipment are in good working order is crucial for a successful virtual interview. Here are some key considerations to address:

1. Internet Connection:

- Use a stable and high-speed internet connection. A wired Ethernet connection is usually more reliable than Wi-Fi, but a strong Wi-Fi signal can work as well.

2. Device:

- Use a computer or laptop with a working camera and microphone. Test the camera and microphone to ensure they function properly.

3. Software and Platform:

- Verify that you have the necessary software or applications installed for the virtual interview platform the company is using (e.g., Zoom, Microsoft Teams, Skype).

4. Updates:

- Ensure that your operating system, browser, and video conferencing software are up-to-date. Outdated software can lead to compatibility issues.

5. Lighting:

- Set up adequate lighting to ensure your face is well-illuminated. Natural light is ideal, but use additional lighting if needed to avoid shadows.

6. Background:

- Choose a clean, clutter-free, and professional background. A plain wall, bookshelves, or a tidy room are good options. Avoid distracting or unprofessional backgrounds.

7. Camera Angle:

- Position your camera at eye level or slightly above to create a flattering and natural perspective. Avoid looking down at the camera.

8. Sound Quality:

- Use a quiet space to eliminate background noise. Consider using headphones with a built-in microphone for better audio quality.

9. Test:

- Conduct a test run with a friend or family member to ensure that everything works as expected. Test your audio, video, and internet connection.

10. Charge Devices: - Ensure that your devices are fully charged or plugged in during the interview to avoid disruptions.

11. Backup Plan: - Have a backup device or a phone ready in case of technical issues. Share your contact information with the interviewer in case of connectivity problems.

12. Close Unnecessary Apps: - Close any unnecessary applications and browser tabs on your computer to ensure your device's performance is optimized during the interview.

13. Dress Appropriately: - Dress professionally, just as you would for an in-person interview. Your attire should be appropriate for the role and company culture.

14. Be on Time: - Log in to the virtual interview platform a few minutes early to ensure you're ready when the interview starts.

15. Body Language: - Pay attention to your body language during the interview. Maintain good eye contact, sit up straight, and use positive gestures.

16. Internet Security: - Ensure that your internet connection is secure, and follow best practices for online security and privacy.

By addressing these technology and equipment considerations, you can significantly reduce the chances of technical issues during your virtual interview and create a professional and polished impression.