



Virtual Interview Success: Top Tips

Simple Strategies to Elevate
Your Virtual Interviews



#TheLotusGroup #TLGTips #TLGInsights



Virtual Interviews: The New Standard

Virtual interviews have become the go-to method for hiring in today's world. They offer flexibility, save time, and allow access to opportunities and talent from across the globe. But it's not just about showing up on a screen—it's about creating a connection.

Let's dive into some key tips to ensure your virtual interviews are smooth, professional, and impactful.



1

Test Your Technology

Test your tech before the interview. Double-check your internet connection, camera, microphone, and the interview platform to avoid any last-minute issues. Plug in your computer, do not rely on battery power. A quick tech check ensures everything runs smoothly without awkward interruptions.



A background image showing a person's hands typing on a laptop keyboard. The person is wearing a light blue shirt. The laptop is silver. In the background, there is a wooden chair and a bowl of food on a table.

2

Set the Right Environment

Conduct your virtual interview in a quiet, professional space. A clean background, good lighting, and no distractions will help keep the conversation focused and professional. Close all unnecessary applications and web browser tabs, turn off any audible notifications (i.e., email), and put your cell phone on silent mode.



3

Be On Time (Virtually Too!)

Just like an in-person meeting, being on time for a virtual interview is key. Log in a few minutes early to show respect for the other person's time and to avoid any rushed starts.



4

Engage & Make Eye Contact

Maintaining virtual eye contact is crucial. Look directly at the camera when speaking to create a more personal connection and establish trust, even through the screen.



5

Prepare Thoughtful Questions

While people mostly prepare their responses, it's important to come prepared with thoughtful questions too. This shows that you're serious about the conversation, helps the other person feel valued, and ensures you get the details needed to make an informed decision.



6

Take Notes, But Don't Multitask

Stay fully engaged throughout the interview. Take notes, but avoid multitasking—no checking emails or other distractions. Staying present ensures the other person gets your full attention.



7

Follow Up After the Interview

After the interview, don't forget to send a follow-up message thanking them for their time. A simple follow-up leaves a positive impression, helps maintain engagement, and keeps the door open for future.

