

We Change Lives

EMPLOYEES | CUSTOMERS | COMMUNITY

Virtual Interview Tip Sheet

Candidate

- **Check your Technology** — Test your camera and sound prior to the interview, make sure your device is fully charged, shut down other applications, and silence other devices.
- **Research** — Research Federated and review the job description that you're provided before interviewing. Come prepared with questions to ask.
- **Practice** — Federated uses behavioral interview questions. Think about specific examples and practice explaining them clearly, including the situation, the actions you took, and the outcome.
- **No Visual Distractions** — Choose a private and well-lit area, close blinds that may cast shadows, and remove photos or items behind you that could be distracting.
- **Dress the Part** — Dress professionally, just as you would for an in-person interview.
- **Just Like Face-to-Face** — Place your Skype window near your camera so you are making eye contact. Speak clearly and smile.
- **Be Early** — Log in a few minutes early in case you encounter any technical difficulties.

We hope these tips help you prepare for your virtual interview!



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