

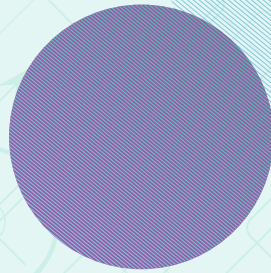
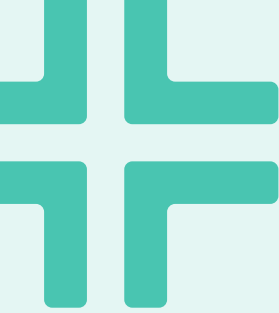


THE PHONE AND VIRTUAL INTERVIEW



DOs &
DON'Ts

withum⁺



At Withum, we care about our team members and want to help them succeed. We think hiring is the first step in investing in our people so we've put together some "Dos and Don'ts" for your video interview.

DO



Dress The Part. You are still interviewing, and especially when participating in an interview that is video format, you should look professional.



DON'T



Prepare A Script. Just because we can't see everything around you like we would in a face-to-face interview, doesn't mean we can't tell if you are reading off your screen.

DO

RESUME

Find A Good Place To Conduct The Interview.

Do a test run to make sure your camera is working. Find a place with good lighting. In front of an open window can make you a shadow, whereas a dark room will make it difficult for the other person to see you!

DON'T



Sweat The Small Stuff – many of us are in similar situations with kids, pets, significant others, or roommates also around. Whether you are the interviewer or the interviewee, it is understandable that you may not be able to get away from **ALL** distractions.

A close-up photograph of a French Bulldog's face, looking up towards a person's arm. The dog has black fur with a white blaze on its face. The background is a warm, out-of-focus brown. In the top left corner, there is a light blue circle containing the word 'DO' in white, and a purple circle below it. In the bottom right corner, there are teal geometric shapes.

DO

Be Up Front About Those Distractions.

A simple “before we get started, I want to make you aware that....” can make things go a lot smoother if your dog does bark, or your kids unexpectedly run into the room!

DON'T



Be Late. This will come off as unprofessional. If there is something that you foresee keeping you from being on time, we recommend you send out an email to let the person know you are running behind. Let them know what time you anticipate being ready.





DO

Continue To Be Yourself.

While a virtual interview may not be as personal as a face-to-face meeting, you still want to act as if you were in a room together!





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