

We appreciate your patience as we give everyone a moment to join.

Hired From Home: Preparing For Your Virtual Interview

Job Cast
by indeed

Meet your hosts



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Employer Insights
Indeed



Brandy Warwas
Job Seeker Experience
Indeed

Learning objectives

- + **Preparation for a virtual interview**
- + **Video interview best practices and platforms**
- + **What to do when things don't go as planned**
- + **Following up after the interview**

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**We help
people
get
jobs.**

Pause for a poll:

Are you currently signed up for an interview this week as part of the Virtual Hiring Tour?

Virtual Hiring Tour

Connect and interview with actively hiring employers from the convenience of your home.

indeed.com/VirtualHiringTour

#HiredFromHome

Find your next job with Indeed's virtual hiring experience.

Connect and interview with actively hiring employers from the convenience of your home.



Virtual Hiring Tour

by indeed

RSVP for the Virtual Hiring Tour

Sign up to receive a reminder for when the Virtual Hiring Tour is in your region.



West
Sept. 15 - 18
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming.

Registration closed



South
Sept. 29 - Oct. 2
Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Washington D.C. and West Virginia.

[Register now](#)



Midwest
Oct. 13 - 16
Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

[Get a reminder](#)



Northeast
Oct. 20 - 23
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont.

[Get a reminder](#)

Tips on how to succeed at a virtual hiring event

Explore simple ways you can prepare for virtual networking and interviewing on Career Guide.



Hired From Home: Preparing for Your Virtual Interview

Register for this Job Cast workshop to learn how to succeed in your virtual interview.



Questions about the virtual interview process?

Post to get answers in the Indeed Community discussion.





The interview may be virtual, but the need for preparation is *real*.



Carefully read the job description and event details

Employers will share information about what to expect, job requirements and other details to help you decide if the role is right for you.

 **WAVEWOOD**

Wavewood Coffee Virtual Hiring Event

Wavewood ★★★★★ 1.9K reviews

Interviewing for:

- Barista** - \$10.00/ hour, Part-time 
- Pastry chef** - \$13.00/ hour, Full-time 
- Cashier** - \$12.00/ hour, Part-time 

We will be hiring for the following locations:

Requirements

Technical Requirements
Please have a working mic, a webcam, and minimal background noise.

What to wear

About the Company



Hiring event details

 **Offers on the spot**

 **Monday, 16 July, 2021**
9:30 AM - 1:30 PM

 **Interviewing via web**
You'll receive an email on how to connect.

RSVP for this virtual event

First name

Last name

Your e-mail

Your phone number

Preferred qualifications:

Required qualifications:

Select a start time for your interview

09:30 1 RSVP	10:00 1 RSVP	10:30 2 RSVPs
11:00 2 RSVPs	11:30 1 RSVP	12:00 1 RSVP
12:30 1 RSVP	13:00 2 RSVPs	13:30 0 RSVPs
14:00 1 RSVP	14:30 0 RSVPs	15:00 0 RSVPs

RSVP

Research the company values

Learn about the company, then show off that knowledge during your interview.

- + Search for the employer's Indeed Company Page at [indeed.com/companies](https://www.indeed.com/companies)
- + Check the About Us page on the employer's website

The screenshot displays the Wavewood company page on Indeed.com. At the top, there is a search bar for the company name and a 'Find companies' button. Below this is a large image of the office interior with a play button overlay. The company name 'Wavewood' is prominently displayed with a 4.1 star rating and 1,227 reviews. A navigation bar includes options like 'Snapshot', 'Why Join Us', 'Reviews' (selected), 'Salaries', 'Photos', 'Jobs', and 'Q&A'. Below the navigation bar, there is a 'Wavewood Employee Reviews' section with a 'Review this company' button. This section includes filters for 'Job Title' (set to '(all)') and 'Location' (set to 'United States - 326'). It also shows 'Ratings by category' for Work-Life Balance (4.4), Pay & Benefits (4.3), Job Security & Advancement (4.0), Management (4.0), and Culture (4.4). A 'Sort by' dropdown is set to 'Date'. At the bottom, it states 'Found 326 reviews matching the search' and 'See all 467 reviews'. A 'Featured review' section shows a 5.0 star rating for a review by a Retail Sales Associate in Austin, TX, dated July 25, 2019. The review text is partially visible, mentioning 'Fun place to work! Fast-paced and great culture'. To the right of the featured review, there is a 'Claimed Profile' status and a section titled 'Want to know more about working here?' with a prompt to ask questions about working or interviewing at Wavewood.

Tailor your resume

Apply the knowledge gained from your research to adjust your resume to the role.

- + Use details found in the event or job description
- + Highlight your accomplishments and skills relevant to the roles

Cody Fredrickson

Seattle, WA • (123) 456-7891
cfredrickson@email.com

SUMMARY

Highly skilled Nurse with 3 years of practical experience performing accurate and careful work in the healthcare industry.

EDUCATION

NORTHWEST VERMONT UNIVERSITY
Bachelor of Science in Nursing

Aug '10 - May '14

EXPERIENCE

CRANE & JENKINS, Registered Nurse

Feb '15 - Current

- Assess patients requiring rehabilitative services
- Coordinate multidisciplinary rehabilitative care
- Responsible for wound and drain management
- Skillfully utilize medical diagnostic equipment, as well as instruments and supplies required for blood tests and infusion therapy
- Prepare equipment and assisted physicians during examinations and treatments

CLOUD CLEARWATER, Registered Nurse

Current - Current

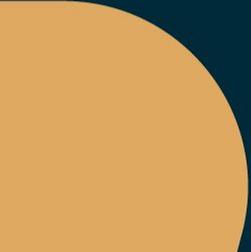
- Recorded all patient and care information accurately
- Established and maintained cooperative relationships with patients, peers, and physicians
- Utilized computer equipment to monitor vital information
- Assessed patient data and administered medications, treatments, and therapy

SKILLS

- Multitasking
- Teamwork
- Attention to Detail



Practice makes perfect



Work on your pitch

Be ready with a 1-minute summary about yourself

Use your resume as a guide

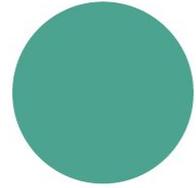
Speak about key accomplishments or skills relevant to the role

Prepare at least one question

Come up with questions you want to ask the interviewer

Test the tech

Ensure your microphone and camera are working and that you have a strong internet connection

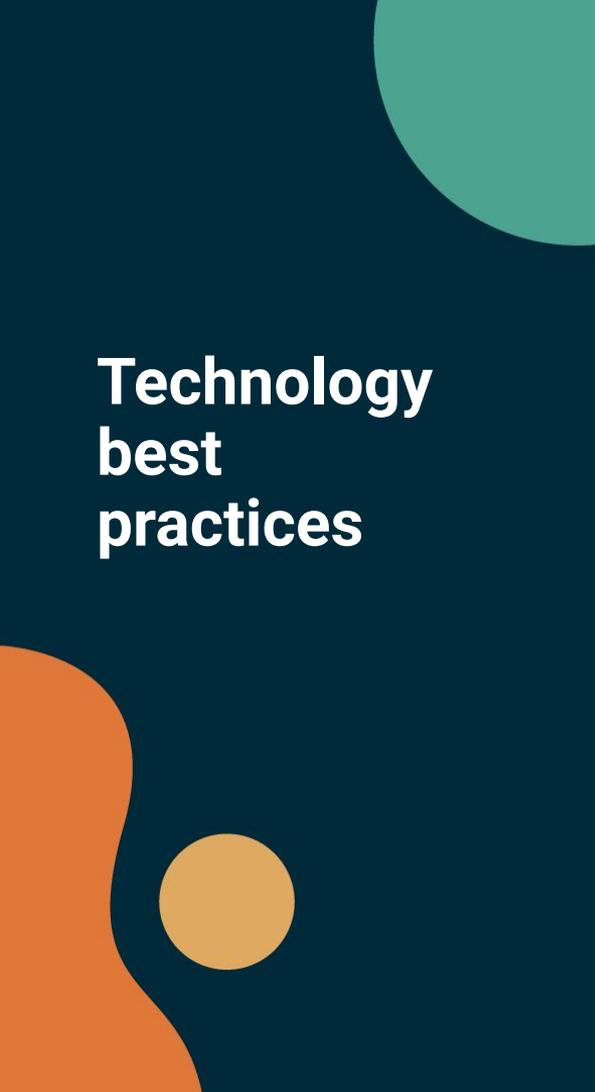


**Set yourself up for success
during the video call**



General best practices

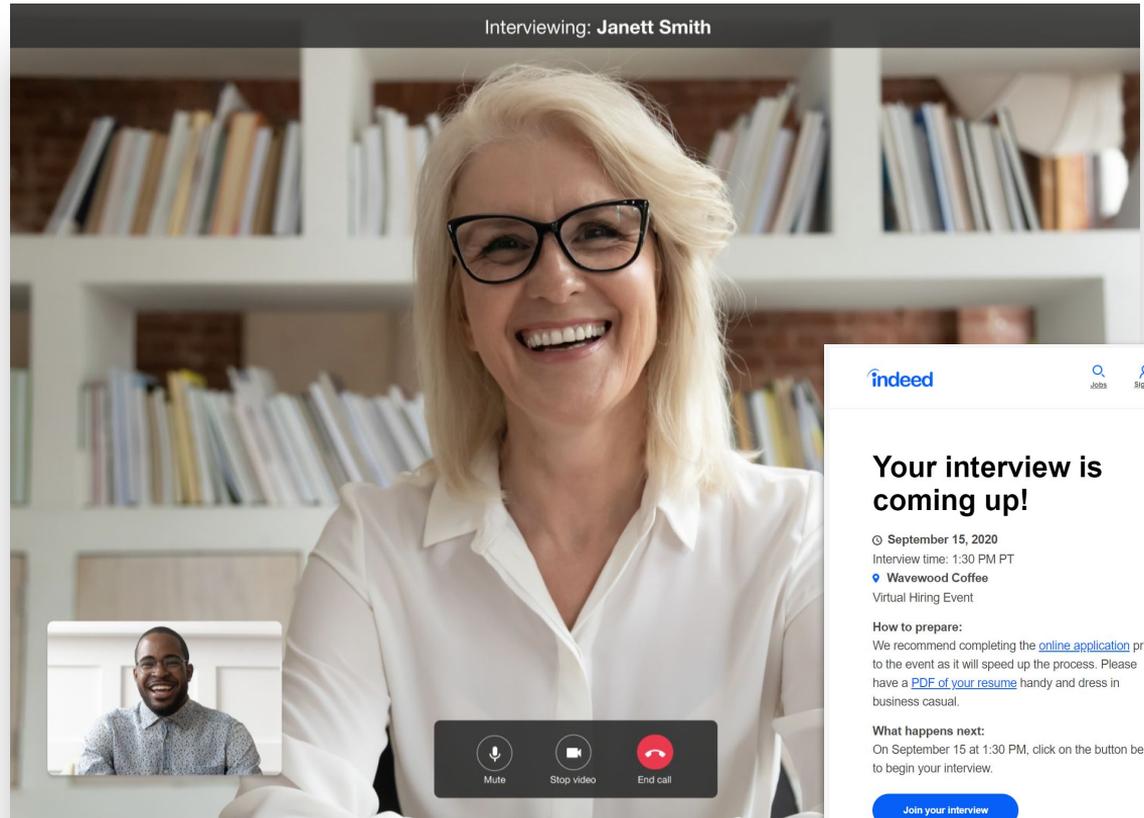
- + Alert others in your home that you cannot be disturbed
- + Face the door and have the camera face a wall that is neutral and free of clutter
- + Adjust the lights in the room and avoid having a window directly behind you
- + Clear your desk space except for a notepad and pen/pencil for you to take notes
- + Have a copy of your resume and any other notes ready to reference
- + Set out a glass or bottle of water for yourself



Technology best practices

- + Check that your webcam, microphone and audio are working
- + Close any windows, tabs or applications on your computer that you're not using
- + Pause calendar and messenger app notifications
- + Check your internet connection and make sure you're not downloading anything in the background
- + Set your phone to silent

Virtual Interview Platform (VIP)



Indeed Jobs Sign in

Your interview is coming up!

September 15, 2020
Interview time: 1:30 PM PT
Wavewood Coffee
Virtual Hiring Event

How to prepare:
We recommend completing the [online application](#) prior to the event as it will speed up the process. Please have a [PDF of your resume](#) handy and dress in business casual.

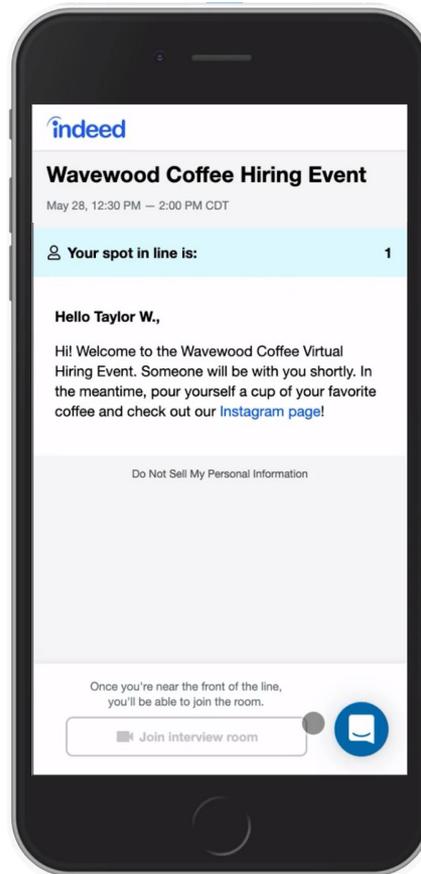
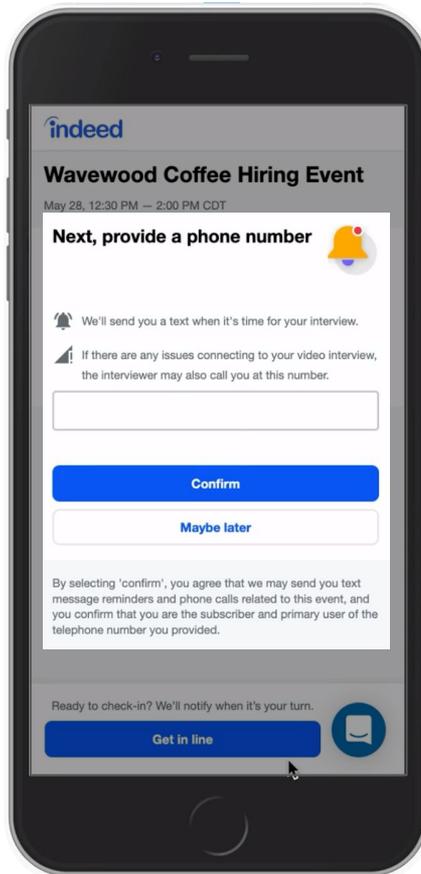
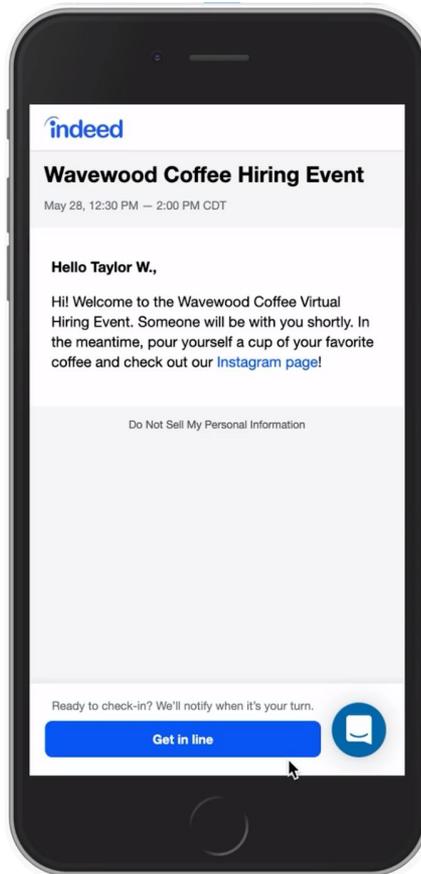
What happens next:
On September 15 at 1:30 PM, click on the button below to begin your interview.

[Join your interview](#)

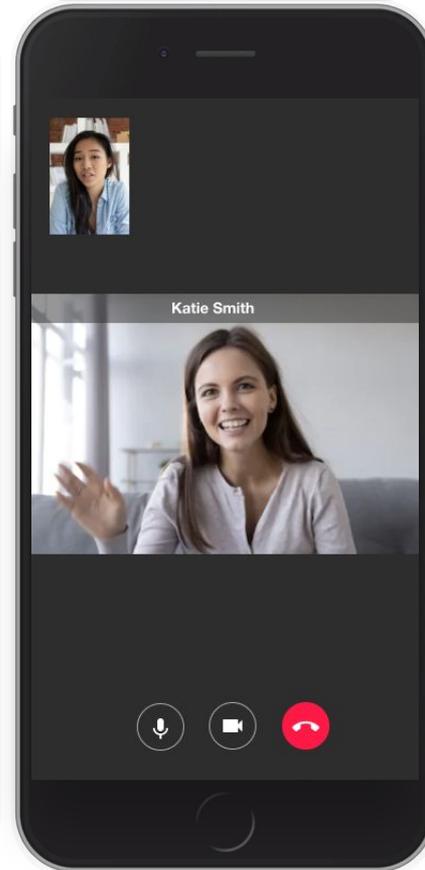
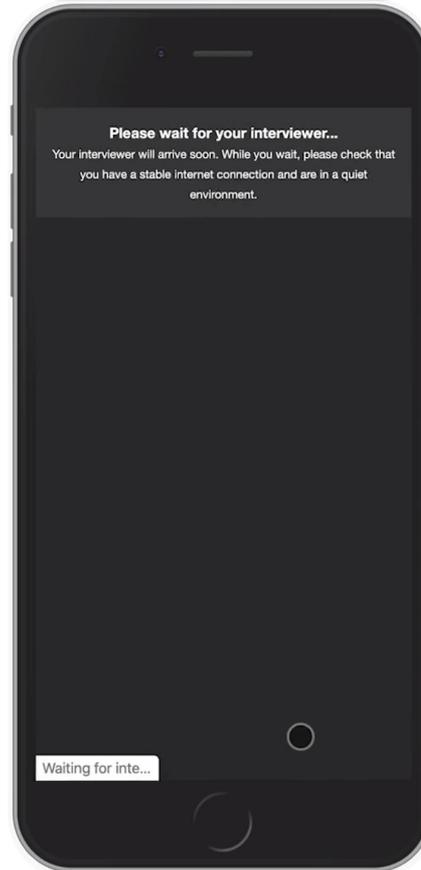
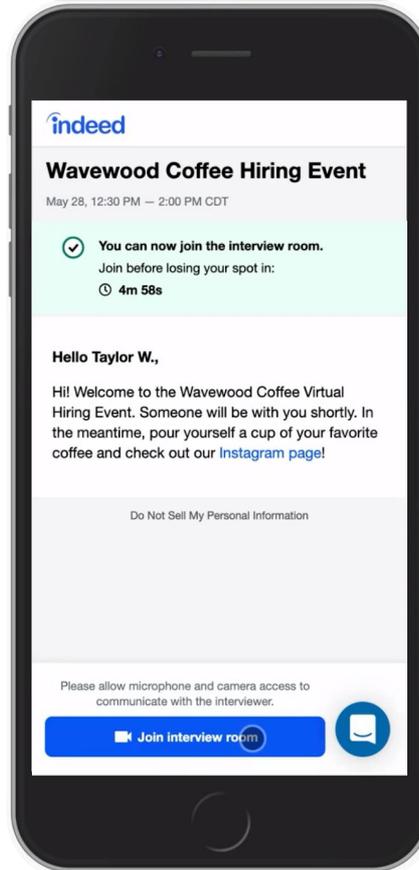
[Modify interview time](#)
[Cancel interview](#)

An illustration of a computer monitor displaying a video call between two people. The person on the left is a man with glasses, and the person on the right is a woman with dark hair. The monitor is on a desk with a mouse and a pen.

Virtual Interview Platform (VIP)



Virtual Interview Platform (VIP)





Zoom

- + Save the interview details and Zoom link to your calendar
- + Download the Zoom app
- + Create a Zoom account
- + Open Zoom 5 minutes prior to test your speaker & microphone

Set the stage



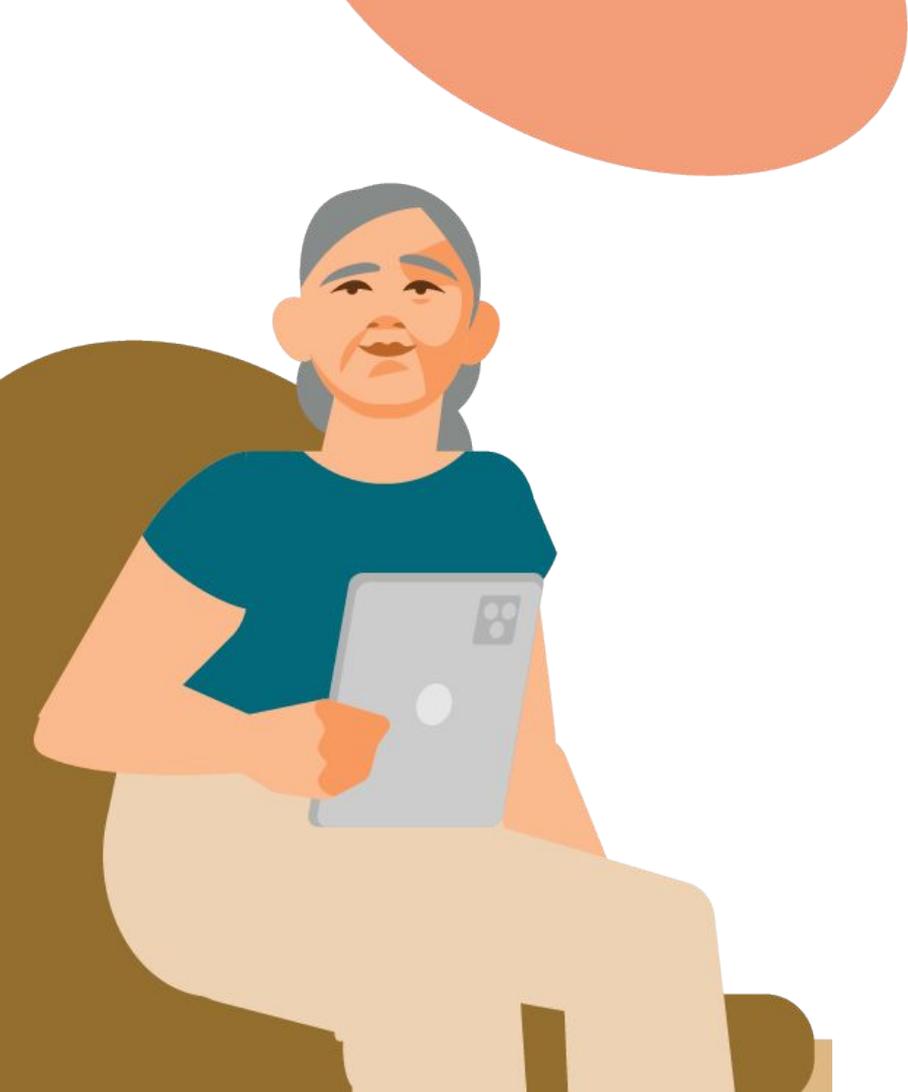
Dress
professionally
in solid colors



Adjust the
lighting



Center yourself
in
the video



Body language

- + Look at the webcam when answering
- + Show good energy
- + Maintain good posture
- + Nod when listening
- + Use hand gestures as appropriate

Maximize your wait time



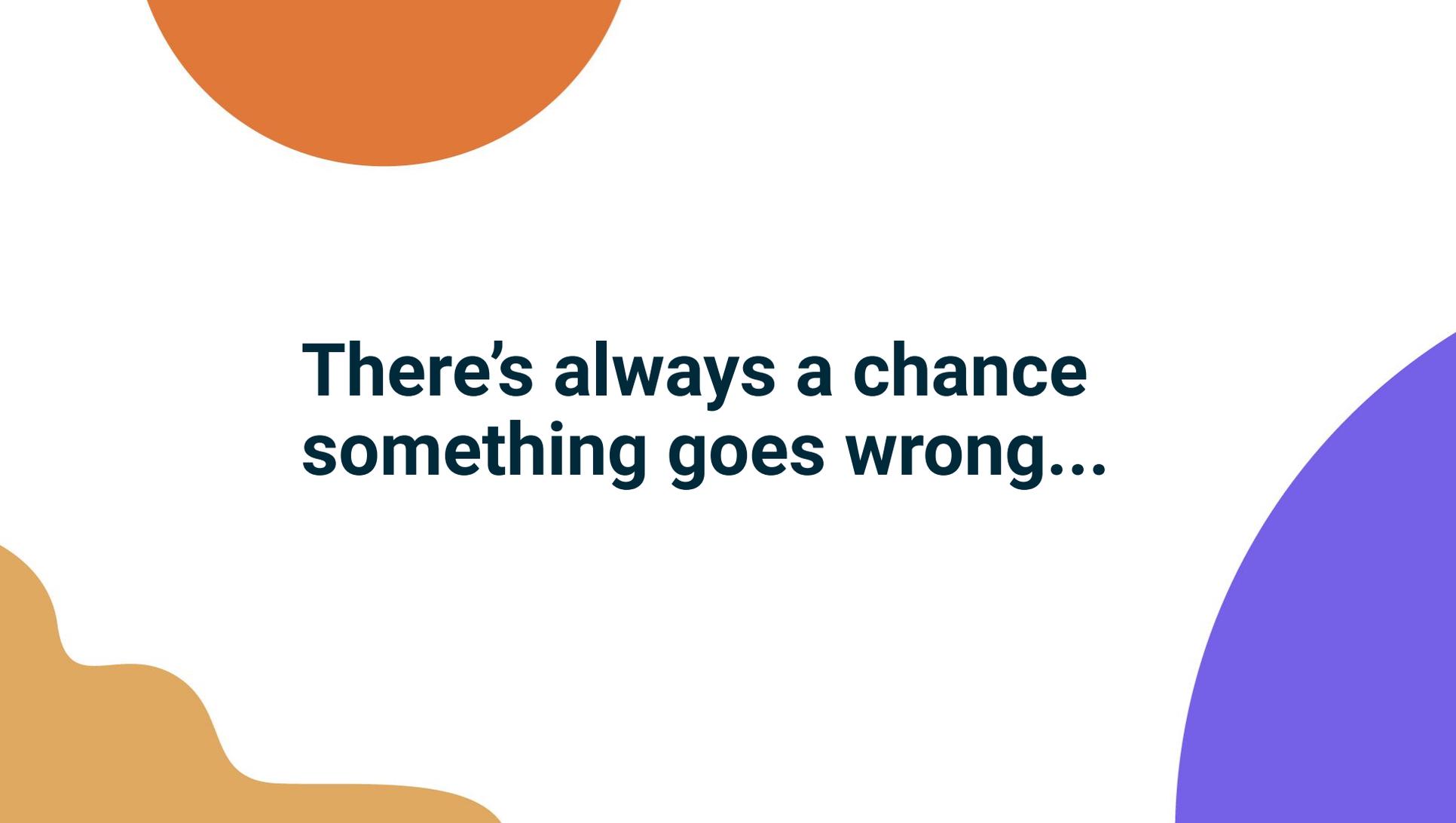
RSVP in
advance



Stay relaxed with
music, a book, or
breathing exercises



Practice your elevator
pitch or review your
resume

The background features a white central area with three large, abstract shapes: a large orange circle in the top-left corner, a purple shape in the bottom-right corner, and a brown, irregular shape in the bottom-left corner.

**There's always a chance
something goes wrong...**



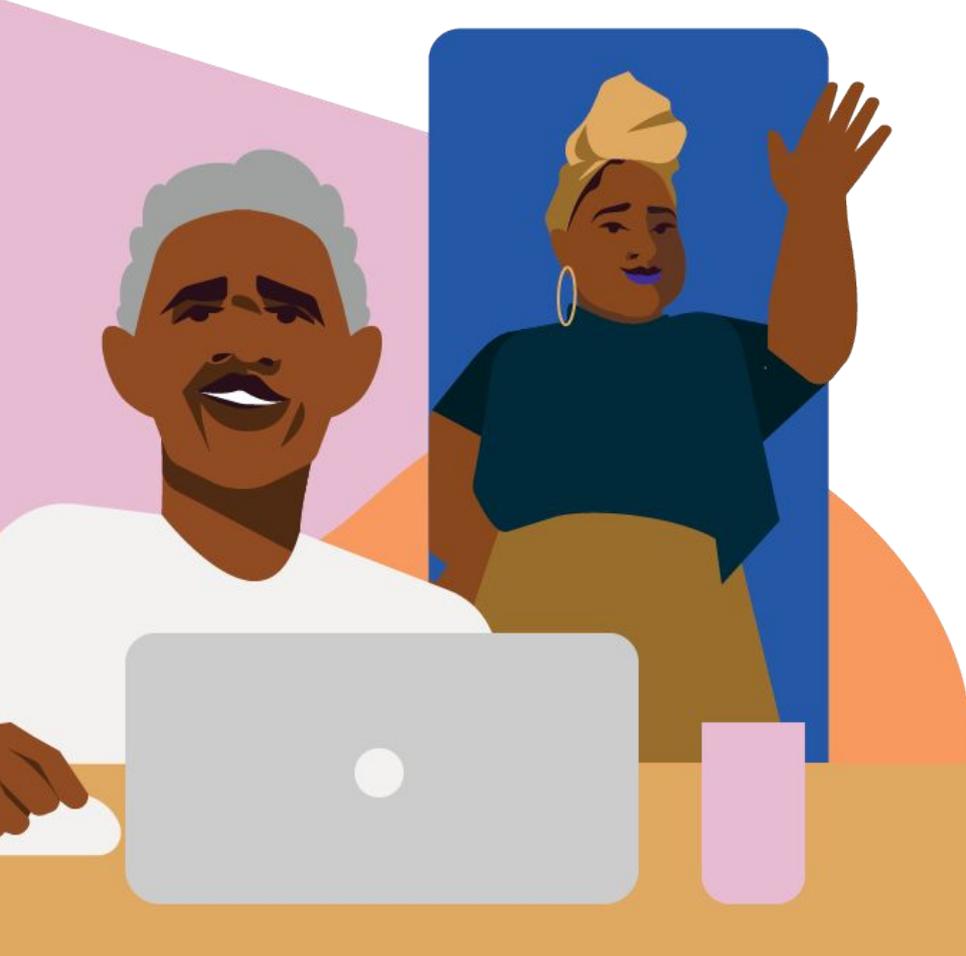
Video or audio interruption

- + Provide your phone number in case of audio or video interruption
- + Ask to continue by phone, but prepare to reschedule if necessary



Noise interrupts the conversation

- + Apologize for the interruption
- + Ask for a few moments
- + Mute microphone

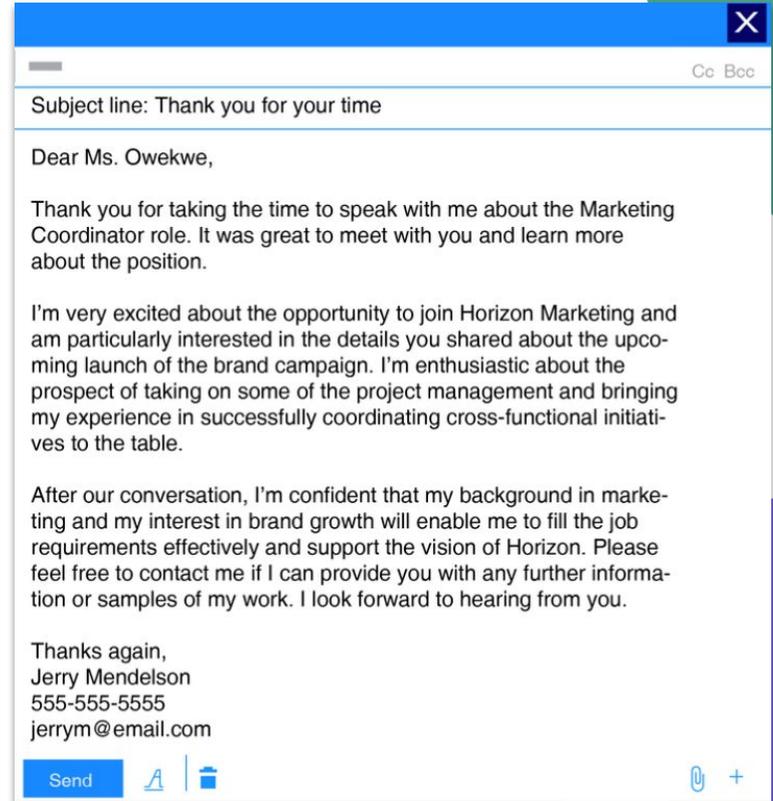


Someone unexpectedly enters the room

- + Apologize for the interruption
- + Ask for a few moments
- + Mute microphone and turn off camera
- + Handle the interruption

Follow up with a thank you email

- + Send within 24 hours
- + Thank them for their time
- + Reiterate your enthusiasm for the role



Time for Q&A!

Check out our other Job Casts

Register for an upcoming virtual workshop or watch on-demand:

go.indeed.com/jobcast

Job Cast by Indeed

Virtual workshops that prepare you for work.

Register for our free webinars to learn helpful tips and expert advice on navigating the world of work. With a new Job Cast released twice each month, you can explore a variety of topics to help you lead a successful job search and beyond.



Succeeding at Search

Improve your job hunt online with advanced search techniques to find the right jobs for you.



Networking Online

Build career connections with networking strategies from the founder of Bossed Up!



Hired From Home

Tune in for tips on preparing for virtual interviews and leaving a great impression.



Watch On-Demand

Whether you're tuning in for the first time, looking for a refresher or want to share these tips with a friend, Indeed Job Cast is now on-demand and available on YouTube.

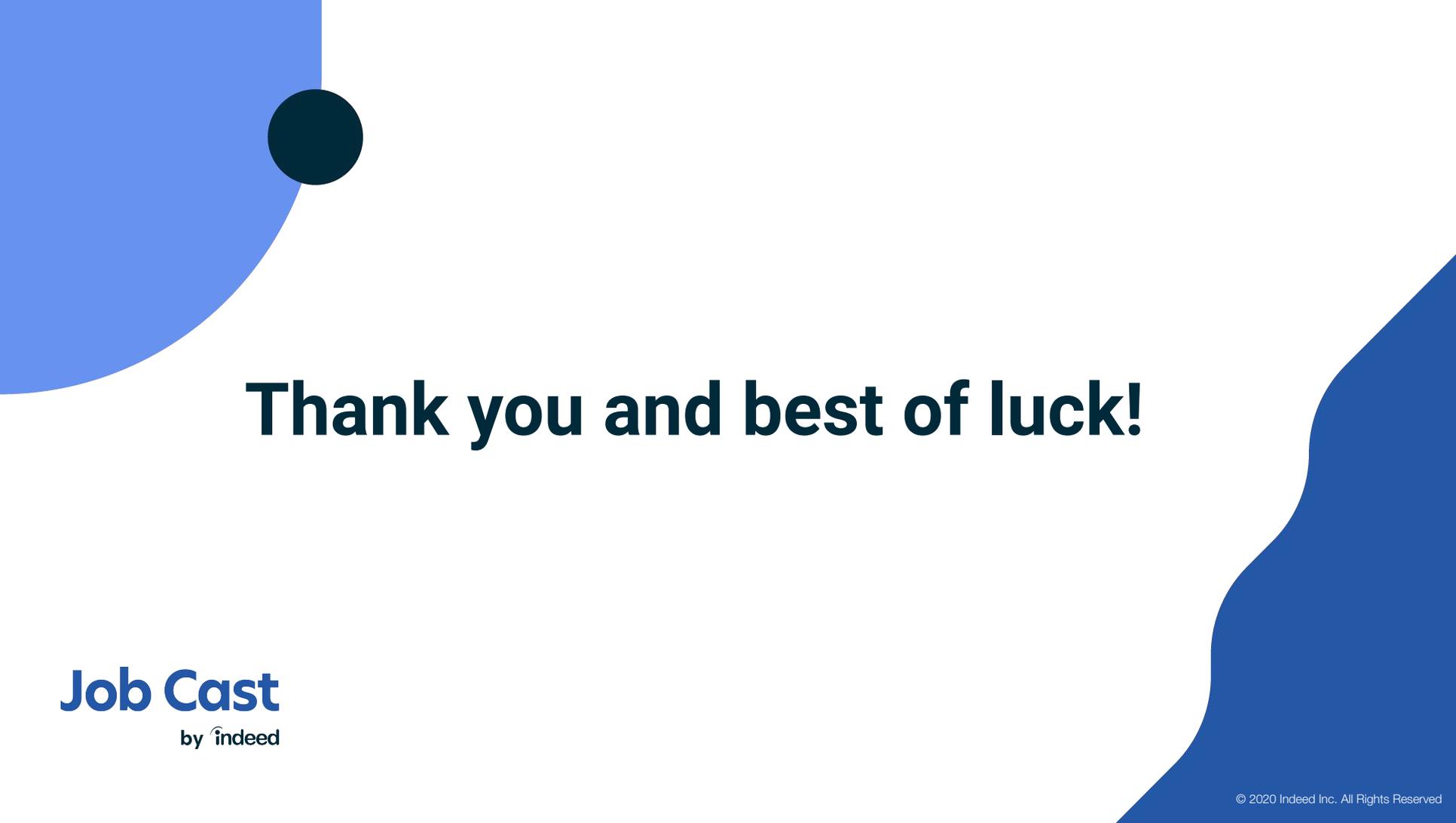


Ace the Interview

Succeeding at Search

Showcasing Your Skills





Thank you and best of luck!

Job Cast
by indeed