



Guidelines to an Effective Virtual Interview:

- **Select a quiet and distraction free location**
(You need to maintain focus during the entire interview)
- **Be punctual and make eye contact with the camera**
- **Test your connections** (Make sure that your technology is in working order especially if the organization is using a different virtual platform than you are used to)
- **Set up a professional virtual background**
(Rowan University can provide online)
- **Dress professionally**
(Even though you are not meeting in a mutual location as in the past, it is important to conduct yourself in a professional manner which includes professional attire)
- **Use professional language and body gestures**
- **Remain focused**
- **Turn off other electronic devices as to avoid distractions**
- **Refrain from allowing others in the same room as you as to curtail distractions**
- **Prepare your answers to typical interview questions and self-knowledge questions as well as research the organization you are interviewing with**

Follow up after the interview is imperative as it would be with an in-person interview with a concise email to all parties involved in the interview!

Ask the Experts!

For more guidance on virtual interviewing etiquette, contact the Office of Career Advancement at <https://sites.rowan.edu/oca/index.html>

Students can make a virtual appointment through RSN or call (856) 256-4456.