## Virtual Interview Preparation

### Prepare Your Environment
- Set up so you have a plain, neutral background
- Try to get camera elevated to make “direct” eye contact rather than looking down
- Test software, video, & microphone
  - How is the lighting? Can you see your face?
  - Are all other applications closed should you need to share your screen?
  - Is your phone silenced?
- Have paper, pen, and a glass of water for during the interview

### The Interview Itself
- **Tell STAR Stories**
  - **S** – Situation: What was the circumstance?
  - **T** – Task: What did YOU need to do?
  - **A** – Action: What, Why, and how did you do it?
  - **R** – Results: What was the outcome?
- Use specific examples. Think:
  - On my summer internships...
  - In my class project...
  - When I volunteered at...
  - While I was working at...

### Practice!
- Use [Interview Stream](https://cst.temple.edu/academics/student-professional-development) through the University Career Center
- Schedule a Mock Interview with CST Professional Development
- Schedule a Mock Interview with University Career Center
- Practice with mentors, friends, or family!

### Prepare Yourself
- Dress appropriately - first impressions still matter over video!
- Fix up your hair & wear light makeup
- SMILE
- Research the company
  - Use job descriptions, company website, Glass Door, LinkedIn
- Know your resume and your experiences!

### Ask the Employer
- Always have 3-4 prepared questions to ask the employer
- Do not ask about salary in the first interview!
- What do you want & need to know to work at this organization?

### Skills Employers Look For:
- Communication
- Teamwork
- Problem solving
- Leadership
- Work ethic
- Attention to detail

### Follow Up
- Send a thank you via email with a personal note from the interview
- Connect on LinkedIn if you weren’t connected before your interview
- Reach out if you do not hear by the date promised

### Don’t Just Take Our Word: Employers Share!

#### 12:00 NOON Session
- Taylor Kreider
  - Recruitment, Fast Enterprises
- Tyler Sewell
  - Recruitment, Brooksource

#### 5:00PM Session
- Julia Murphy
  - University & Recruiting Partnerships Lead, Vanguard
- Anna Papalia
  - CEO & Coach, Shift Profile

---

1210 Polett Walk, Suite 150, Philadelphia, PA 19122
https://cst.temple.edu/academics/student-professional-development