

How to Ace an Online Interview

Online interviews are common, so treat them like in-person interviews. Prepare, look professional and show the employer you are ready for the opportunity.



Before the Interview

Set up your space

- Choose a quiet, clean, uncluttered space with a neutral background.
- Put the camera at eye level or slightly above. Use books to raise your laptop if needed.
- Face a window or light source so your face is well-lit. Avoid having bright light behind you.
- Wear professional clothing that makes you feel confident.

Test your technology

- Check your Wi-Fi, camera and microphone.
- Fully charge your laptop.
- Close unnecessary apps and turn off notifications.
- Keep your phone nearby on “Do Not Disturb” in case you need to contact the interviewer.
- Test the interview link and sign in 10 to 15 minutes early.

Prepare your materials

- Have a copy of your resume and the job description nearby.
- Keep a short list of your skills and experiences that match the position.
- Prepare a few questions to ask the interviewer.
- Keep water nearby.



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During the Interview

Be engaged

- Look at the camera when speaking, not just the screen.
- Sit up straight, smile and show enthusiasm.
- Speak clearly and pause before answering if you need time to think.
- Avoid reading from notes. Use them only as quick reminders.
- If a technical problem occurs, stay calm and communicate with the interviewer.
- Limit distractions.
- Silence your phone and computer notifications.
- Let roommates or family members know you need quiet.
- Keep pets and other distractions out of the room when possible.
- If something unexpected happens, stay calm and move on.

After the Interview

Send a thank-you email

- Thank the interviewer within 24 hours.
- Mention something specific you discussed to make your message personal.
- If you do not have the interviewer's contact information, ask the recruiter to forward your message.

Reflect and improve

Ask yourself:

- What went well?
- Did I talk too much or too little?
- Did I clearly explain my skills and experience?
- What will I do differently next time?

Remember: Every interview is practice. Use what you learn to prepare for the next one.



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