

Many of the things you should do to prepare for a remote interview are the same as what you would do for an in-person one:

- Research the company, check them out on LinkedIn, Facebook, create an account in CareerShift and research the company there.
- Have a list of questions to ask the recruiter at the end and have pen and paper nearby/with you to record the answers.
- Find out if you will be interviewed by one person, multiple people at different times, or a group all at once.
- Dress appropriately! If you are interviewing remotely, dress as though it is an in-person interview.

Specific things you should do to prepare for a remote interview are:

- Prepare your area to make sure it is clutter free and organized. Make sure you are well lit, from the front. Make sure there are no distracting (or embarrassing) pictures, books, etc. in the background. Make sure there will be no background noises (dogs barking, children laughing or yelling, etc.)
- Know the type of technology that will be used; Skype, Google, Zoom, etc. **Test your computer early!** Do not wait until the day of the interview (or right before) to connect to the technology. If the application has a desktop version, download and install it. Chances are, it will work better than the browser-based version.
- Use a headset with a built-in microphone. If you don't have a headset, a good separate microphone could work, but be sure to check for feedback BEFORE your interview. NOTE: on some computers the built-in microphone and speakers might be ok, be sure to test them completely because they are more susceptible to feedback. **Check everything again, the day of the interview!**
- Do a test run with someone ahead of time to help you get comfortable with the format. You can schedule a mock interview appointment with one of our Career Advisors
- Put a few post-it notes just below the camera with topics you want to be sure to cover

Remember, a remote interview will also show the recruiter you are ready for potential remote work.