

CHECKLIST FOR YOUR CONFIDENT VIRTUAL APPEARANCE



TECHNOLOGY

- Check the WiFi connection, if necessary, ask friends / family not to use WiFi
- Switch on the camera, check the sound quality. Headphones can prevent echo
- Use a laptop or computer, have a functioning second device at hand, check battery status
- Close other programs to reduce sources of interference, optimization of the data connection
- Switch off mobile phone and other electronic devices (possible sources of noise) in the room
- Check the functionality of the software and login data in advance, important: log in on time!
- Skype: Skype account with picture and name appropriate to the professional context



SOURROUNDINGS

- Quiet and undisturbed atmosphere are most important for the choice of the room
- Background as neutral as possible: no distractions from yourself
- Upright sitting position with shoulders back or stand. Have a glass of water within reach
- Look into the camera at eye level (if necessary, raise your laptop)
- Attach a smiley or funny picture next to the camera - ensures a friendly smile :-)
- If necessary, attach notes with important bullet points (e.g. strengths, USP, name of contact person) to the edge of the screen
- Pay attention to your body language - do not gesticulate too «wildly»
- Check the lighting conditions at the same time of day as the interview will take place
- No window in the back because of possible shadow on the face; put yourself in perfect light



DOCUMENTS

- Copy of your CV, job description, your own questions, notepad and writing materials at hand



PREPARATION

- Find out about the company, department and position, current topics and challenges in the industry, contact persons if necessary



DRESS

- Complete outfit in the appropriate business style of the company, same as if it was an interview in person - clarify the dress code in advance if necessary
- If you are unsure about the dress code, better “overdressed” than too casual, the first impression counts
- Monochrome shirt / blouse under jacket, little pattern, no overly present jewelry
- Wear the “complete” business outfit - you may be asked to stand up



DURING THE INTERVIEW

- Speak slowly and clearly into the camera
- Keep eye contact with the interviewer while he/she is speaking
- Show your motivation: Why are you interested in this company and this department / position? The more specific your answers, the better
- Get to the point and answer in a structured manner using the STAR method
- Answer in the I-form (not WE-form), it is about you and not about a team



IMPORTANT: PRACTICE PRACTICE PRACTICE

- By your own recording with your mobile phone, feedback from family / friends or arrange an appointment with Career & Corporate Services (CSC)