

Distance/Virtual Interviews

Phone Interviews

Phone interviews are very common for large companies and becoming more common for others. In general, phone interviews are used as initial screening interviews. These interviews are often led by HR/Personnel staff working from a “checklist” of attributes. Phone interview questions may be more behavioral than technical in nature. However, when hiring managers are leading phone interviews, expect a mix of technical and behavioral questions.

Tips:

- Arrange for a private, quiet place to take the call
- Charge your phone ahead of time
- Have resume and relevant notes ready
- Listen carefully and ask for clarification if needed
- Speak a little slower than usual
- Try to enunciate clearly when you speak (smiling helps)
- Phone interviews are shorter so have main points and examples ready
- Prepare a closing summary

Video Conference Interviews

Video conferencing interviews are becoming more common for larger companies, especially those that recruit nationally or internationally. These are also common for telecommuting or e-commerce job openings. Video conference interviews usually cover the same content as face-to-face interviews including behavioral and technical questions, and presentation of portfolios or other demos. Usually, video conferencing interviews include multiple interviewers, especially the hiring manager and someone from HR/Personnel.

Tips:

- Arrange for a private, quiet place for the conference
- Clarify software/app preferences with employer
- Install/update apps as needed
- Test your equipment and connection ahead of time for speed and clarity
- Preview your background and lighting on camera (avoid backlighting)
- Dress appropriately
- Prepare for a group interview
- Have presentation materials or demos ready to share
- Prepare a closing summary

Follow-Up

As with any interview, clarify “next steps” before the interview ends and express continued interest. Then send a thank you note or letter as soon as you can.