

## [Atrium Health Virtual Interviewing Tips](#)

### **Technology Considerations for Virtual Interviews**

Microsoft Teams is Atrium Health's recommended format for conducting virtual interviews. Please refer to the Microsoft Teams Job Aid and tips below to help you learn how to join your interview using Microsoft Teams:

*Audio*: Confirm your speakers and microphone work. Ensure your voice can be heard clearly with no feedback, echo or delays.

*Camera settings*: Confirm where you are sitting is not too dark or light. Consider sitting in front of a solid background with little decor to minimize distractions. Microsoft Teams also offers an option to blur your background.

*Internet connection*: Confirm you have a strong internet connection. Video conferencing may take up a lot of bandwidth and a spotty Wi-Fi connection may cause an overly lagged session.

### **Virtual Interviewing Tips & Considerations**

1. If you aren't using a phone for your interview, turn off your phone or silence it (and other devices) to minimize distractions.
2. Consider wearing earphones to minimize environmental noise and sounds.
3. Test your technology ahead of the interview.
4. Dress professionally, just as you would for an in-person interview.
5. Make eye contact with the camera frequently, just as you would in-person.
6. Sit up straight with your shoulders relaxed.
7. Be prepared to ask questions.
8. Take notes on paper to avoid opening different programs/apps on your computer/phone.

### **Next Steps**

- Your Recruiter will send you an itinerary of the interview schedule, which will detail who you are interviewing with and the timeframe for each interview.
- Reach out to your recruiter if you are having any scheduling or technology challenges so they can make the interviewers aware of delays.
- Expect an update from your Recruiter after your interviews are complete to get direction on next steps.

### **Additional Virtual Interviewing Resources**

<https://www.flexjobs.com/blog/post/8-tips-successful-online-interview/>

<https://www.ssgsearch.com/wp-content/uploads/Interview-Best-Practices-Participant-SSG.pdf>

<https://www.indeed.com/career-advice/interviewing/virtual-interview>