



A Guide for A Digital Interview

WHAT IT IS

A digital interview is conducted through online platforms that offers efficiency for both employers and candidates. This should be treated like an in-person interview. Do your research, dress professionally, and be prepared.

Candidates can:

- Complete interviews on their own time, anytime (but keep in mind deadlines provided by company).

Employers can:

- Extend interviewing opportunities beyond their physical locations.
- Set interview deadlines.
- Review interviews on their own time and share recordings with other members of their recruiting team.

HOW IT WORKS

- The recruiter will send you a link via email and you will have about a week to complete the interview. Be mindful of their deadline and be sure to read the email in full. If you have any questions, don't hesitate to ask for clarification.
- Typically, you will have the chance to upload your resume and practice using the software. You may be able to watch videos on how to complete a successful digital interview. **BigInterview** - a free resource found on the SPDC's website - is a great tool to support you with this! Also, read all notes provided by recruiter.

HOW TO BE SUCCESSFUL

- You will need a computer, internet connection, webcam, and **Flash Player**. Check to ensure technology is working appropriately well before the interview - don't wait until the last minute.
- Practice common interview questions (available on the Resource Wall or on the SPDC website). Consider practicing with a career advisor as they may be able to provide additional feedback.
- Check out the platform's website as they may have videos for you to watch. YouTube may also have some helpful videos as well.

ADDED BENEFITS

- Companies recognize that your schedule may not fit into the 9-5 workday; digital interviewing allows for more flexibility. You'll also have access to customer support 24/7. It's a win-win!
- You *may* be allowed time to prepare responses to question prompts before going "live" (typically 30 seconds).
- You *may* have the opportunity to complete practice questions (not recorded) to become comfortable with the technology before the real interview begins.
- It provides flexibility for the interviewer and the interviewee; most companies allow candidates to complete the interview within 1 week after sending out the interview link.
- It ensures consistency between candidates.

POTENTIAL CHALLENGES

- There will be a lack of human interaction with these platforms. You will be reading or listening to a prompt and then responding. There will be no back-and-forth discussion nor will you have employer body language to read.
- Do not use a smartphone because the recording will be shaky. Use a laptop or desktop computer with a working camera and microphone.
- Ensure you are making "eye contact." Do not look at the screen while recording. Look straight into the camera to create the illusion that you are talking directly to the interviewer. This takes practice!

Preparing for a Digital Interview

Read over preparation materials sent by the recruiter and look online to find additional information. Information may be able to provide helpful tips and tricks in how to be successful with their digital interview. Keep in mind that every company may use digital interviewing a bit differently.

Prepare as you would for an in-person interview. Research the company and the position you are interviewing for. Practice common interview questions (see SPDC website). Ensure that you are answering the questions in full when responding. Be sure you can answer the questions "why you" and "why them."

Set up an appointment at the SPDC or the Porter Center to discuss how to be successful with these platforms. Practicing with an advisor will allow you to get immediate feedback and talk through the digital interview experience.

- Dress business professional and treat it like an in-person interview.
- Speak slowly and clearly and try not to let the "countdown" pressure you.
- Keep body language positive; show energy and be enthusiastic about the interview.
- Lay out resume and other interview materials neatly in front of you; have a piece of paper, pen and a cup of water (just in case you get nervous). *Pro tip: tape your resume to the wall in front of you so you don't have to look down to look at it.
- Smile!

Familiarize yourself with the technology. Use **BigInterview** (found on the SPDC website) to get comfortable with a similar technology. Practicing out loud and in front of a camera will allow you to become more familiar with how to perform well. You can also send practice videos to career advisors for feedback!

Experiment with different locations and lighting to guarantee the video's picture and sound are appropriate. Ensure you have good internet connection, do not have a window in the background, and you are in a clutter-free and quiet space for the time of the interview. It is recommended to sit in front of a plain, flat-colored wall.

The SPDC in Moseley 140 has rooms available for interview purposes. To reserve an interview room call: 336-278-6538. Some rooms even have webcam capabilities if you do not have one.

Be yourself and enjoy the efficiency and flexibility of a digital interview! Talk with a career advisor about your experience and how you can improve for the next one.

Contact the Student Professional Development Center to set up an appointment and to talk further:
Phone Number: 336-278-6538