



VIRTUAL ETIQUETTE: TIPS FOR SUCCESS IN A VIRTUAL WORLD

With the current climate, much of your engagement in job and internship exploration will be moving virtual. These virtual engagements include connecting with alumni to learn about careers, attending virtual info sessions, participating in employer workshops, communicating with employers and interviews. Therefore, it is crucial that you are prepared to effectively use various virtual tools.

Real-Time Engagement

Many connections in a virtual world will be conducted in real-time via a virtual platform. Some of the most popular platforms are Zoom, Google Hangouts, and Microsoft Teams. As the world has moved to doing more activities virtually, it is important to maintain professionalism when engaging in a virtual world.

Here are some useful tips and things to keep in mind:

- Dress properly for the type of engagement; **business casual** is often best but if professional business attire (e.g. a business suit) is typically worn in your field, you should wear a suit for your interview.
- Your background should be plain with little distractions. If you prefer, use a virtual background (for example, a scene from Swarthmore) - but enable your video so you can be seen by the other party.
- Add your full name and pronouns when you enter, e.g. Alice Paul '22, Swarthmore (she/her).
- Have good lighting on your face so you can be seen clearly. Try to avoid sitting with your back to a window as that will cause too much backlight and cast shadows.
- Set your camera at eye level and look into the camera.
- Your camera should be kept still - place the laptop/computer/phone on a table so it will not jostle.
- ◦ Avoid talking at the same time as other participants. Stay on mute if you're in a meeting with multiple participants unless speaking, but be sure to unmute in an interview.
- Do NOT do other tasks like checking emails, looking at your phone - Be FOCUSED.
- **Career Services is glad to help you prepare for your virtual meetings and interviews; schedule an appointment with us via [Handshake](#).**

Troubleshooting Problems During Your Interview

- Do not be late - you should even join the meeting about 5 minutes early. This gives you the chance to troubleshoot any technical issues. Be sure to be alert and ready when the other party arrives.
- Connect your laptop to your charger and have your cell phone handy.
- Make sure you are in a quiet space with a good internet connection. Zoom has a [test meeting](#) you can access to check how you and your background will appear.
- If you are concerned about the stability of your internet connection, ask others in your household to please avoid accessing the internet during the duration of your interview.
- Make note of the Zoom phone number and access code in case your internet connection fails; if your internet connection is unstable, try to keep your video on but dial into the number provided and speak via phone or provide your cell number to the interviewer so they can call you.
- If your interview is interrupted by someone walking or speaking in the background, simply apologize to the interviewer, mute, and remind the individual politely that you are in an interview.

Interviewing: Live and Asynchronous

Employers are turning to digital recruiting platforms like HireVue and Pymetrics to save time and resources during the interviewing process. These tools require candidates to record themselves answering questions or conduct a live interview with recruiters in real-time. These interviews can be shared with other members of the hiring team for further evaluation. Companies also use other methods in conjunction with recorded videos such as simple-text, writing/drawing, puzzles or coding challenges.

These platforms use Artificial Intelligence (AI) to provide insight into candidates. They allow the recruiter to see non-verbal cues such as facial expressions and eye-movements. The details are compiled using technology to assess the candidate. Tips for utilizing these platforms are similar to any other type of digital engagement; however, one of the biggest challenges is the inability to build rapport with the recruiter. Instead, an AI will be analyzing your speech, eye movements, and facial expressions without the nuance that a recruiter would have.

To prepare, treat the Digital Interview the same as a face-to-face interview. In order to prepare our students for AI technology use in interviews, Career Services has partnered with [Big Interview](#) which provides AI tools that replicate a digital interview.

Additional interviewing resources can be found on the Career Services [website](#).

Online Presence

It is essential that you update your profiles online including LinkedIn and Handshake. LinkedIn is a great place to show off your job and internship experience, professional summary, and skills. Learn more about [building a profile](#) and using the site to network.

Filling out your profile in Handshake is essential to finding an opportunity. Handshake gives you personalized job recommendations based on the information on your profile and students with a full profile on Handshake are 5x more likely to be messaged by employers.

In order to maximize your online presence, make sure you are active on job platforms, engage and respond to messages promptly and proactively follow up about interesting positions.

Additional Resources

[3 Must Haves on your Handshake Profile](#)

[Finding a Job on Handshake](#)

[Zoom Meeting Etiquette - 15 Tips and Best Practices](#)

[Recruiters Share their Top Virtual Recruitment Tips](#)

[Top Tips on Virtual Interviewing](#)

[Virtual Tips from Rutgers](#)



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