



How to Nail Your Next Interview

VIRTUAL INTERVIEW BEST PRACTICES

The Mom Project is dedicated to helping you find professional success and happiness - on your terms. Your success is our success, and we are here to guide you through your career search. That's why we are excited to share this short guide to help you prepare for your next interview. Your dream job awaits!

DRESS FOR SUCCESS

- Although you will be interviewing from the comfort of home, dress as though you are going for an in-person meeting. Wearing professional attire will get you into the right mood and mindset - and will boost your confidence!

REMOVE ALL DISTRACTIONS

- Find a space that's free from distractions and background noise. Prepare your environment ahead of time, and point your camera at a blank wall or something that won't create a distraction, like a bookshelf. If you have pets, children, or family who will be at home during the interview, make sure they won't make a surprise appearance during your meeting. And don't forget to turn off any phones or alarms that may make noise in the background!

TEST YOUR EQUIPMENT

- Make sure you have a strong internet connection and confirm that your video and audio are working properly. Do a practice run ahead of your scheduled meeting time and open your Skype or Google Hangouts account, test your equipment, check the lighting, and make sure your camera is pointed in the right direction.

BE PREPARED

- Do your homework! Know who you are interviewing with and their role at the company. Check out their LinkedIn profile and prepare relevant questions about their responsibilities, the team, and so on.
- Make sure you have some background information on the company. Read through their "About Us" page and browse through recent news articles.
- Practice your pitch. Make sure that you have carefully read through the job description and can relate your past experiences to the role's responsibilities.
- Prepare questions and have them handy in case you need them - but don't read directly from the list! Stumped? [Check out this list](#) of questions for inspiration.

BE GENUINE AND POLITE

- If you do not know the answer to a question or do not understand it, it's okay to ask the interviewer to repeat the question or to simply say you don't know the answer - but remember to revert back to what you do know and reassure them that you are willing to learn.
- Stay positive! Do not talk negatively about a previous employer, colleague, or manager.
- Always let the interviewer finish their question before you answer; do not cut them off.

MAINTAIN EYE CONTACT AND PROJECT POSITIVE BODY LANGUAGE

- Treat this as you would an in-person interview. Make eye contact with your interviewer, smile when appropriate, and stay engaged throughout the conversation.
- At the end of the interview, wrap up by thanking the interviewer for their time, voice your interest in the position, and let them know you're excited about the opportunity.

SAY THANKS

- Thank the interviewer for their time by writing a short email that expresses your interest in the role and add a quick line about something mentioned during the conversation. Keep it short but sweet (3 to 4 paragraphs is ideal) and send it to your contact at The Mom Project. We will pass it on to the Hiring Manager.
- Need inspiration? Check out these examples: [Example One](#), [Example Two](#), [Example Three](#)