

Virtual Interview Tips for Candidates

What to expect:

- Treat this like an in-person interview. Make sure you are alone in a well-lit space with no distractions.
- You will receive a link with instructions on how to access your virtual video interview; if you do not receive prior to a day before your interview you should reach out to your Recruiter.

How to Prepare:

Technology:

- Familiarize yourself with the virtual meeting platform. Baystate uses Webex for video interviews.
- Download and install applications to your device and test your connection prior to the interview.
- Ensure your WIFI signal is strong where you will be located during the interview.
- Make sure your device is fully charged and have a charger on hand.
- Consider doing a trial run with a friend or colleague in advance.
- Log in a few minutes early to test connection, video and microphone.

Professionalism:

- Be sure to dress as professionally as you would if you were interviewing in-person.
- Make sure you are alone in a well-lit room with zero distractions.
- Arrange childcare and/or care for your pets so you are free from distraction.
- Make sure the environment visible around you is professional.
- Choose a space with good lighting. Avoid a light source behind you that will cause shadows.
- Minimize background noise as much as possible.
- Have a pen, paper and glass of water ready.

Other:

- The interview content will be the same whether virtual or on-site. Be prepared for Behavioral Event Interviewing style questions.
- Be prepared with questions that you have for the Hiring Manager.
- Research the company you are interviewing for.
- Follow up like you would after any other interview.

*Sources: Association for Advancing Physician & Provider Recruitment 6/2020,
Association of American Medical Colleges 5/2020.*