

What is a remote interview, and what's the point?

- Any form of interview that takes place **from a distance**, whether via **phone or video conferencing**
- Employers might use remote interviews to **narrow down their candidate selection before scheduling in-person interviews**
- Employers might also use remote interviews if candidates are **not geographically close** to the company

How to Prepare for a Remote Interview

While you might think a remote interview is easier than an in-person interview, that may not necessarily be true. There are extra preparation steps to take in order to make sure your interview goes smoothly.

For Phone Interviews

- When scheduling the interview, determine whether you will call the interviewer or they will call you.
 - If the interviewer will call you, plan to be ready for your interview at least 15 minutes early in case they call earlier.
 - If an interviewer calls you unscheduled and you are not prepared, thank them for the opportunity and ask if you can call them back in 10-15 minutes.
- Dress professionally. Even though the interviewer will not be able to see you, how you dress will affect your confidence and language.
- Remember that, since the interviewer cannot see you, you will not be able to use body language to get your point across. You will need to be aware of your volume level and intonation when you speak.
 - Even though they can't see you, you should still smile! Interviewers can "hear" your smile!

For Video Conferencing Interviews

- Verify what kind of technology you'll be using (such as Skype or Zoom) and **make sure it works** prior to your interview; for example, you could have a friend contact you to ensure everything works.
 - Have a backup plan in case technology does not work for you or the interviewer; consider exchanging phone numbers prior to the scheduled interview.
- Dress professionally, and not just from the waist up! If you need to stand during your interview, you want to ensure that you look prepared.
- Set up an area with a clean background—against a wall is ideal. You don't want background clutter that will interfere with your interviewers concentration.
 - Check the lighting of the area before interviewing as well. Neither having lights shining directly at your camera or being hidden in shadows will do you any good.

Contact Career & Employment Services

Office Locations

Library Room 100

Phone

(406) 657-2168

Email

careers@msubillings.edu

How to Prepare for a Remote Interview (cont.)

For *Both* Kinds of Remote Interviews

- Practice answering questions ahead of time, just as you would with a face-to-face interview. Recognize and be ready for common and industry-specific questions.
- Do **not** Google answers to questions just because the interviewer cannot see you or you have easy access to a search engine. Experienced interviewers will know that you did not come up with your own answer.
- Prepare questions to ask the interviewer at the end of the interview.
- Set aside a quiet location that is free of distraction for your interview. If you live in a household with other people who will be at home during the interview, tell them what you have scheduled and ask that they leave you alone until you are finished.
 - If you have pets, ensure they will not cause issues. Dogs may need to be put outside or in a kennel, and cats may need to be placed in a separate room.
- Anticipate potential problems ahead of time. Ensure your phone/computer/tablet is charged and ready.
- Have a paper copy of your resume to reference as needed, but don't read answers from it.
- Be sure to thank the interviewer for their time. You can also ask about your next steps and timeline.

You can schedule a remote mock interview by contacting Career & Employment Services at **406-657-2168** or **careers@msubillings.edu**. Career & Employment Services also offers resume and cover letter assistance, job and internship search help, and career exploration.

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