

Things to consider while you prepare for your interview day	
	<i>Scheduling</i>
	Confirm Day and Time (be mindful if the program is in a different time zone)
	Receive virtual login information
	Receive detailed interview schedule
	Alert the interview coordinator to any accommodations that should be made for the interview day after receiving this email but no later than 48 hours prior to the day (ie. longer breaks at specific times)
	Check email regularly for any updates from interview coordinator/Consider building a master schedule calendar with all of your interview dates – don't forget to include time zones!
	<i>You will need a quiet place with a good internet connection for the whole interview period</i>
	If available, book a room in a library or on campus
	If at home:
	Quiet place to interview
	Clear your area of distractions
	Pick your interview spot so there are no distractions on video (busy background, animals, kids)
	Check lighting on your video
	Make sure you are in a location where you can charge your laptop/other devices as needed
	<i>Plan not to eat during your interview</i>
	Eat before the interview
	Prep snacks for any assigned breaks
	Have water available
	<i>Tech Prep</i>
	Check internet connection in the place(s) you will be interviewing from (do a web search for 'Internet Speed Test')
	Download Zoom interview software (desktop applications are preferred over web versions)
	Practice with Zoom interview software to familiarize yourself with its features
	Practice how to interview, where to look, where to position your camera for the best lighting and video image
	Pick a professional photo of yourself to use when your video is not on
	Consider using earphones to minimize feedback (and charge beforehand if necessary); (Be aware that the mic on wired earphones tend to rub against your shirt and may create a scratching noise)
	Make sure you have list of what to do if technology fails (ask coordinator if not provided beforehand) and have it printed out if possible
	<i>Interview Day Considerations</i>
	Hang a sign on your door/let others know you are starting a virtual interview and should not be disturbed
	Close all unnecessary screens and programs on your device (this helps the virtual platform run smoothly)
	Remember to mute all notifications on phone/computer
	Programs prefer you do not use a virtual background. Please be mindful of what is displayed behind you in the room
	Make sure your name as listed in ERAS is displayed properly in the interview software
	Dress in complete interview attire (head to toe)
	When not speaking, mute yourself
	Make sure laptop is charged and plugged into an outlet
	Have all forms of communication within easy reach, fully charged, and with backup battery (computers, phones, etc.)