

Applicant Virtual Interview Guide



Test Your
Tech



Set the
Scene



Do Your
Homework



Take notes



Close the
Loop

Tip 1: Test Your Technology

You never want to miss your interview because of faulty technology. Several days prior to your scheduled virtual interview, be sure to test your ability to connect to Microsoft Teams, ensuring that your video camera and microphone have been enabled. A talent acquisition partner will be sending you a test link for Teams. Once receiving a test link, you can access a virtual interview site by downloading the app or logging in via web. Set your notifications and alerts to “off” to minimize disruptions. Have your cell phone available in case you lose connection during your interview.

Tip 2: Set the Scene

Virtual interviews are scheduled to build connection with hiring managers, so treat the virtual meeting just like you would an in-person meeting. Dress professional and ensure that your interview environment is intentional. Choose an area that has good lighting, has minimal noise and physical disruptions, and limited background distractions. Ensure that your webcam is at a distance to see your upper body, including your hands on the top of your desk or counter. Sit so you can clearly look into the webcam when you are speaking so this appears as making eye contact with the hiring manager. Ensure that your microphone will project your voice correctly.

Tip 3: Do Your Homework

Prior to your scheduled interview, complete research on TRIMEDX and needs of the role you are applying for. Review the company’s core values, mission statement, and vision. Thoroughly review the job description to have a better understanding of required responsibilities and if applicable, reach out to other employees at TRIMEDX in a similar role via LinkedIn to ask about their experiences. Review the TRIMEDX website to see current company information. Be sure to ask several questions during your interview that show interest in learning more about the company and role. It is always helpful to have your questions pre-written so these can be easily referenced when needed.

Tip 4: Take Notes

During your interview, your computer screen should contain only the virtual interview portal. Be sure to have a paper copy of your resume in front of you, as well as a pen and paper to take notes during your interview. Be prepared to discuss your strengths and opportunities as an employee. Use the STAR method to answer behavioral based questions during the interview. Be ready to describe a **Situation**, challenges or problem you faced in **Tasks**, what **Action** you took to solve the problem, and what was the **Result** or takeaway from the situation.

Tip 5: Close the Loop

After your interview, be sure to send a follow-up thank you to the hiring manager and talent acquisition consultant within 24 hours of the interview. This demonstrates strong communication skills to the hiring manager and will help you stand out from other applicants.